



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

CALL TO ORDER

President Wallace called the Committee of the Whole meeting of March 15, 2022 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:16 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, Human Resources Director Janelle Terrance, Finance Director Todd Dowden, Assistant Finance Director Matt Coulter, Public Works Director Dan Dinges, Asst. Public Works Director Tyler Isham, Public Works Engineer Bob Allen, Planning & Development Director Roberta Grill, Head Golf Professional Phil Lenz, Police Chief Patrick Ullrich, Deputy Chief Jim Durbin, Deputy Chief Geoff Pretkelis, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

BUILDING & ZONING, CHAIRMAN HOPKINS

Concept Discussions – cannabis Dispensary Site – Town Center

Chairman Hopkins introduced the item.

Planning and Development Services Director, Roberta Grill stated that an hour ago, staff was notified that the petitioner has withdrawn their request, however, staff would like to seek the boards input on several things outlined in the staff report. This is in regards to a proposed medical or adult use cannabis dispensary and should they be located within commercial zoning districts and PD Districts where commercial uses are allowed. If so, which zoning districts would it be allowed and if they choose to allow in some or all of the districts, should these uses be permitted by right or should they be special uses. Finally, should the 1,000-foot distance requirement from a school, daycare or area zoned for residential uses be amended to match the state regulations.

Chairman Deyne stated the 1,000-foot distance requirement is probably the simplest to address. We have a 100-foot distance requirement for liquor. If this was to be located in the town center, would that meet the 1,000-foot requirement.

Ms. Grill stated no, and that the 1,000-foot requirement is currently in our code and matched the states requirement at the time.



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President Wallace stated there is no state requirement anymore. He stated he thinks staff wants to know where we want these things, if we want them at all and what restrictions would there be.

Chairman Hopkins stated he would not mind keeping it a special use in any of the districts. As far as the 1,000 feet, he thought some of these places were cleaner than some of the liquor stores, so he is okay eliminating the 1,000 feet if the state doesn't require it.

Chairman Gandsey stated she agreed with treating it like a liquor store.

Chairman Suwanski stated she is in favor of loosening some of the restrictions, but not in favor of allowing it in the town center. She drove by one in St. Charles and none of them allow it in their downtown. The one in St. Charles has its own stand alone building and from what she has heard from someone who works near it, it can get pretty crowded. We have Moore Brewing coming in and a large apartment complex near it, so she doesn't see that as the place for it, but she would be okay with looking at other places in town.

Chairman Hopkins asked if we made it a special use, could we carve out a certain area and make our own boundaries.

Attorney Mraz stated we have a downtown overlay district so you don't have to allow it in that and it could be made a special use in the other districts if that's what you choose to do.

Chairman Hopkins confirmed that it could be prohibited in the downtown overlay.

Attorney Mraz stated that was correct.

Chairman Deyne stated the special use is an excellent idea and gives the board and our Planning Commission a chance to review it.

Ms. Grill stated the town center is zoned Planned Development. That ordinance allows special uses under B-1 and B-2, not just the downtown zoning designation.

Attorney Mraz stated we can carve out the downtown and B-2 is also a PUD so if we were talking in the town center, they would have to amend the PUD Ordinance. That was a big part of the apartment process.

Chairman Deyne stated he is concerned that this needs to be expedited in case someone else comes in with an application.

Attorney Mraz stated it is currently prohibited, so there is no urgency as far as that goes.



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Chairman Reinke stated from a strictly zoning perspective, it seems to him that these cannabis dispensaries are rather intense, like a drive-thru and many zoning ordinances treat drive-through's or gas stations differently. He thinks you get that same intensity of use with cannabis as you do with drive through's etc. A neighborhood district probably isn't quite and he was going to have a hard time saying yes to this facility downtown because of the traffic and parking wasn't going to work. There are a lot of people coming and going with this type of use.

Chairman Gandsey asked how he handle if it if there is another successful business that goes in there that has lots of traffic.

Chairman Reinke stated that we have existing special uses and treat drive through windows differently so this would only focus on the cannabis facilities.

Chairman Gunsteen asked if a special use would automatically eliminate the 1,000-foot requirement.

Ms. Grill stated no, that would have to be a text amendment.

Chairman Reinke asked if the consensus was that the 1,000 feet was too restrictive.

Majority of the board responded, yes.

President Wallace asked if there is anything else we need to determine and added that he thought it would be important that if we do have a dispensary come to town that we have it earmarked for a specific purpose like the video gaming.

Chairman Reinke stated it could be used for sewer and water infrastructure.

Chairman Deyne stated he would like it earmarked for the watermain breakages.

FINANCE & GOLF, CHAIRMAN DEYNE
Water/Sewer Rate Increases Review

Chairman Deyne introduced the item.

Finance Director Todd Dowden stated staff is proposing a 4% increase. One of the things that we did not know about during the time of budgeting was a 4.3% increase from the DuPage Water Commission increase. A 4% increase in our rates would be \$480,000 and the 4.3% increase from DuPage Water Commission will be about \$250,000. We have had some discussions about keeping the water main replacement program down to \$1,200,000. Basically, a million dollars plus engineering fees. Originally, we had \$1.8



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million and we brought that down a bit to keep rates down. The 4% increase considers about \$1,000,000 a year in water main replacement and the meter change out program that will cost \$1,000,000 per year for 4 years. After that finishes up, that might leave some more money for the water main replacement program. With the 4% increase, we do get our fund balance down to acceptable levels in 2 years. A 4% increase would add about \$2.82 per month to a bill that is 6,000 gallons.

Chairman Suwanski asked why Kane County is so much lower.

Mr. Dowden stated we treat them separately. There is no sewer rate increase for Kane County. Increases are due because of capital improvements. In DuPage County it's the waste water treatment plant and in Cook County it's the excess flow project.

Chairman Suwanski confirmed that we just do not have much infrastructure improvement going on in Kane County.

Mr. Dowden stated that was correct.

Chairman Reinke stated that the rate increases are brutal, but we have come to a point in the life of the water and sewer systems that we have to spend money on these capital projects. We have reached a point between the regulatory environment and the upgrades needed, that rates need to increase, but it is brutal.

Mr. Dowden stated that it is painful to raise rates and we have gone two years without doing so, but then you end up paying the price. You can see on the water side, we have raised quite a bit for the lake Michigan water transmission and now we plan to have a more consistent 4% rate increase for the next four years. In 25-26' that would be an additional \$1,920,000 roughly and that would be to support those capital improvements.

Chairman Suwanski asked if any of these rates will decrease after these projects get completed.

Mr. Dowden stated likely no, because we talked about the water main replacement program at \$1,000,000 per year. We could easily do \$2,000,000. Dan brought up that at the rate of \$1,000,000 that is about 1 mile and we have 200 miles of water mains so that puts us on a 200-year replacement cycle.

Chairman Gunsteen asked what the average household water usage is in Bartlett.

Mr. Dowden stated a family of 4 is usually 6,000. There are no two neighbors that use the same amount of water.



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Chairman Hopkins stated that with the meter changeout, residents will have a lot more analytics to gauge how much water they are using and if there is a leaky toilet, it will be able to detect some of this. It is possible that a family can actually reduce some of their water usage.

Mr. Dinges stated that he agrees.

Mr. Dowden moved on to the sewer fund. He stated that as you can see in the water fund, we are starting with about \$6,000,000 and the sewer fund is at about \$2,000,000. It does not have as much revenue coming in, but we are still trying to do \$1,000,000 per year in the sewer rehabilitation program. We are using COVID relief money to provide some subsidies. We are spending \$500,000 next year, \$1,000,000 the following year and \$500,000 the next to temper the rates. This is what the fund would look like with the capital improvement program if we had an additional \$475,000 a year, each year for the next 4 years. That would be about \$88,500 from Cook County and \$386,000 for DuPage County. Cook County is about 28% of the revenue and right now the 21-22' revenue for Cook County is estimated to be \$1,750,000. DuPage is estimated at \$4,480,000. When we are raising the rates to pay for debt service of about \$550,000 per year, it takes quite a bit to get up there when you are starting with the revenue base of \$1,700,000. We have already raised the rates a couple of years and have discussed the rates in comparison to other communities. The big thing that we are going for is the loan repayment for the waste water treatment plant and that is expected to start in the fall of 2023 and is expected to be \$2,000,000 per year. We are trying to get DuPage rates up there and at the same time bringing along Cook rates to cover the debt service for the Devon Ave. project.

Chairman Hopkins asked what the good news was.

Village Administrator stated its not double digits like it had been in the past.

Chairman Reinke asked how close we were to the Chris Burke rates during the water study.

Mr. Dowden stated Chris Burke was saying a 100% rate increase for the Lake Michigan Water project and we are about 85%. We didn't raise it for two years so we are quite a bit lower than he was predicting.

2022-23 Proposed Budget Review (Central Services, Finance, Public Works, Administration)

2022-26 Proposed Budget Review

Chairman Deyne stated that this is the 2022-26 budget review for Central Services, Finance, Professional Services, Administration and Public Works.



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Finance Director Todd Dowden stated that the big thing in Central Services is the capital outlay. He stated that they collect money from each department that funds the Central Services “equipment replacement fund”.

Central Services

IT Coordinator, Chris Hostetler stated that the Central Services fund is basically a fund used to account for expenses that are hard to assign to any individual department. It covers everything from mosquito spraying to maintenance agreements.

- 1) Replacement of desktop and laptop computers - he explained that they replace one third at a time over a four-year cycle.
- 2) Police squad computers - they are going to do a complete refresh since it's been five years and they need to be replaced with new software and solutions.
- 3) Server for police department - this was a carryover that was budgeted for this year but unfortunately the software vendor did not have their software up to the point where they needed it to be so it was put off this year.
- 4) Copier for Main office - copier needs to be replaced because it is extremely slow and slows their ability to provide services.
- 5) Replacement security cameras - this is replacement of a couple of analog security cameras. They have transitioned all the other cameras to a digital system and they would like to replace these final two.
- 6) Drone and related mapping software and training - primarily the reason this came up is for the GIS staff. They GPS every bit of the utilities whether they are water, sewer, or others. The drone will allow them to more accurately and efficiently GPS some of the utilities placed in the ground and they would be able to pick up some items such as where joints are located. You can't jump in the trench but we can certainly fly a drone overhead which has the ability to pick out items on pictures and know the exact GPS coordinates. This could help public works staff when we have breaks or such to know whether they are working to fix a break near a joint or not and how it may impact how they approach a water main break. Other uses would be for public works to do inspections that are hard to get to. The PDS staff indicated it could be beneficial for them when they are doing inspections for roofs or violation inspections when it would be hard to access the rear yard. He also mentioned promotional videos. The GIS staff did a nice golf interactive map which includes video and simulation of a golf ball flying down the green.

President Wallace asked how often this thing would get used.

Mr. Hostetler stated quite often - whenever they are replacing utilities such as water mains or sewers. It may also be used in PDS for site plans.



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President Wallace asked if there was any reason they can't use the police departments drone.

Mr. Hostetler stated that the police departments drone can only be used for public safety since it was paid for with equitable sharing funds.

Ms. Schumacher stated that the police department has other more restrictive uses. The drone use is much more regulated for the police.

Chairman Gunsteen asked about the argument of a computer no longer being covered under the warranty. What is the life expectancy of a computer.

Mr. Hostetler stated that they replace the desktops every four years. They used to be on a three-year cycle and with the downturn of the economy in 2008, they were asked if they could extend further. Four years seems to be an acceptable range for them. Every single employee depends on a computer to do their job.

Chairman Gunsteen asked if they could last five or six years.

Mr. Hostetler stated that they could last longer. They order computers with specs that they think will be adequate for the time. Hard drives for the police department squad cars are inadequate. Anytime a computer is down for a while, you potentially have an employee who cannot accomplish their job. He understands that it seems like we can stretch this out. The idea is that the village's biggest expense is their employees. If they cannot work then you are wasting more money by not having an employee work then you are by providing the equipment they need to work efficiently.

Chairman Hopkins asked if there was any resale value in the old computers.

Mr. Hostetler stated that they do auction them off and get maybe \$100-\$120. This is why they have an equipment replacement program, where they set aside money each year so when it becomes time for replacement the funds are there.

Chairman Hopkins asked if they can use drug money for the police squad computers.

Mr. Hostetler stated that they can't use equitable sharing funds for regularly scheduled replacements.

Ms. Schumacher stated that they are putting together the practice period for body cameras. They can use the equitable sharing fund for this purchase.

Ms. Gandsey asked about the IT tech review.



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Ms. Schumacher stated that they are still working on the tech plan and will bring it to the board in May. One of the things that they utilize with regular purchases like vehicle maintenance is the score sheet to determine necessary replacement. They can certainly do that with the computer equipment as well if the board is interested.

Mr. Hostetler indicated that there were no changes in professional development or professional association.

Chairman Suwanski asked about the cost of “technical training & materials” and wondered if it was several trainings or just ongoing.

Mr. Hostetler stated that they do ongoing training but courses are expensive. He stated that the central services budget is up by 7% due to the increase in capital.

President Wallace stated that a few trustees might have questions about previous budget reviews.

Ms. Schumacher stated that she will respond to any questions the board may have and will circulate questions and answers to the rest of the board.

Chairman Suwanski stated that they approved cameras in last year’s police budget. She believed that Trustee Gunsteen asked if license plate readers deter speeders. She believed the answer was no.

Police Chief Patrick Ullrich stated that the City of Chicago is the only city authorized in the State of Illinois do use speed cameras. There are cameras all over the place and from what they see on a daily basis with speeding on Route 20 and Route 59 and other major roadways, there are cameras on top of the traffic lights in many places. He didn’t think people really pay attention to these when they’re going 45 to 50 miles per hour. He does not think that license plate readers would be a deterrent to speeders.

Chairman Suwanski stated that she has a concern with privacy issues. She understands that people say that there are cameras watching everywhere, but this is the chance where we can say no to one.

President Wallace asked what the cost was.

Mr. Ullrich stated \$2,500 per camera. As far as privacy issues go, cameras capture the license plate, color of the vehicle, body style of the vehicle, make of the vehicle, model of the vehicle. They do not capture any personal information and when we do a search we asked for a white SUV that went through this camera, during this specific time. It does not pull up who the vehicle is registered to or who may be in the vehicle or anything like that. It is just vehicle and license plate specific.



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Chairman Swanson stated that in regards to the question she had about other governmental agencies being able to request this information, the chief responded that different communities handle it different ways. Some say no or some allow complete access. They would have to ask our police department specifically and it would be the chief's decision whether to release. She asked if he ever foresaw a time when he would tell a federal agency "no".

Mr. Ullrich stated that it depends on what type of investigation it is. One reason we may want to allow a federal agency to look at the video is the example of the robbery at BMO Harris Bank a few months ago. The FBI is in charge of the investigation and we are not, so if they asked us to look at this specific vehicle in our cameras, we could go in and do that and potentially provide them a lead with solving that crime.

Chairman Hopkins stated that he also has privacy concerns but he thinks this technology and the scope, that they are using the data they are collecting, he is okay with it. He thinks about his kids and if one of them was abducted, perhaps one of these cameras could save some time. He didn't think that in this context, privacy would be something he was concerned about, with these particular cameras and how they are used. He thinks the benefits outweigh the potential privacy concerns.

Chairman Gunsteen asked if the chief could get access to the state camera system.

Mr. Ullrich stated that the company they are looking is Flock. If we don't join Flock, we could sign an MOU with Flock to view other police departments cameras that openly share or we would have to request permission for them to let us access their data. We would want our own cameras to work on solving our own crimes. He stated that they would strategically place them where the entrances and exits are to the village so they could capture the egress routes that someone would use to leave town.

Chairman Gandsey asked what kind of crimes would it not be used for.

Mr. Ullrich stated that they would be used to try and solve any crime where there is a vehicle associated. He asked if immigrations and customs enforcement would have access to the cameras and Flock's policy is that they do not allow any access by Ice to view any of those cameras. That is why he would like his staff to be able to vet those requests from other agencies and decide whether to give them access or not to our data.

Chairman Gunsteen asked what the cost was for Flock.

Mr. Ullrich stated that it is an annual contract for the camera. The budgeted amount includes the camera and storage.



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Chairman Hopkins asked how many active cases do the detectives have open right now and could they be more efficient by having access to this kind of data.

Mr. Ullrich stated that if they have an idea where an offender may have come from or fled to, there are agencies that have red light cameras that have LPR's that we call and ask them to check their cameras. We do that quite often if we know that there is a vehicle that may have gone through one of those intersections with cameras. He stated that they had a missing persons case over the summer and they were checking cameras from businesses as well as Ring doorbell footage. They requested red light camera footage from Hanover Park because they thought the person got into a vehicle and left. There is a lot of those opportunities we can have to find a lost family member. This would be one more tool that they can use to solve some of these issues.

Finance

Finance Director Todd Dowden stated that IT and GIS is under the finance department along with utility billing, accounting and the main office. We just completed one year with their new accountant and he is grateful to have her. They have been using the new permitting software with the main office and will be using it this year for business license renewals. The GIS team is working on utility mapping and also applications to make the capital budget and capital improvement plan more interactive and easier to work with. His budget does not include any personnel requests, retirements or resignations during the year. He talked about his professional development detail and stated that it has not changed from the previous year. He spoke about the IMRF contributions and stated that the contribution rate went down because of the improvements in the stock market. He spoke about audit increases and stated that the more grant money you get the more audits you have to have.

He talked about transfers from the general fund into the municipal building fund and stated that it wouldn't necessarily be used for municipal building improvements. The balance is very low and they would like to start building it. They used this money in the past for the police station so they did not have to do bonds. They used it for the Village Hall to reduce some of the debt service. It is not restricted once it goes into the municipal building fund.

Chairman Gunsteen asked where the two million dollars was being transferred from.

Mr. Dowden stated that it was excess fund balance accumulated in the general fund. They tried to keep the general fund balance around 45-50% so about six months worth of expenses in the general fund is over that (\$16,000,000). They would like to reduce the general fund into more of a range for the policy and move that money to be used for one-time expenses as opposed to just operating expenses. They are proposing to use some of the general fund balance, about \$1,000,000, it would bring the general fund down to



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about \$11,000,000, unrestricted balance to be in the 40-45% range. They would move it out of an operating fund and into a capital project fund to be used for one-time expenses.

Ms. Schumacher stated that they used these funds in the past for the emerald ash borer and is a little bit of a rainy-day fund.

Professional Services

Assistant Finance Director Matt Coulter stated that the actuarial consultant provides the police pension actuarial report. All of the fees go to the police pension fund and the other half goes to professional services. Professional Planners are budgeted for the Unified Development Code update which was approved last year and will be done in 2023/24. Legal services is where most legal fees get charged. These include the village attorney, labor attorney, traffic and housing court, adjudication and state lobbyist expenditures. Engineering Services includes all miscellaneous engineering fees that are not related to a specific project account. This budget is increased this year because of a sewer rates study. Social Services is an item created in last year's budget and was created for the social worker program. This is for a part time social worker in the police department. They also moved the budget from police professional services for the police psychologist to here. Contingencies remain the same.

Ms. Schumacher stated that the finance department received the GFOA award for financial reporting for the nineteenth year and the budget presentation award for the twenty ninth year.

Public Works

Streets

Assistant Public Works Director Tyler Isham stated public works recently received the Tree City Growth Award, it's something we are pretty proud of and hopefully is something we continue to get. He wanted to thank GIS and the Police department for working on the disaster app which helps in icy road conditions or if there are down trees, etc.

Ms. Schumacher stated she believes staff sent out a demo of the app to the board and we used it first when we had a thunder storm and high wind event. It really helps to coordinate the efforts of the police department and the public works department so they can respond for a need for barricades or a flooded street or blocked roadway etc. much faster and much more efficiently than what we had in place before. We have also included the fire department on this app as well.

Mr. Isham stated this past fiscal year we paved 1,500 feet of bike paths in house and we will continue to do that. Public works nearly doubled the amount of hours replacing



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concrete. We keep looking at what we are doing and how we can improve it. We started doing the sidewalk and driveways in house to expedite those permits. Moving forwards, the only real change is the maintenance workers because the street sweeping contract was approved so that will go down by one since the person that handled street sweeping is retired. Looking at the activity measures, tree trimming hours have really increased the last couple of years along with the concrete replacement and street sweeping miles will close to triple.

Ms. Schumacher stated that with the street sweeper change you saw tonight, that is one of the things we do when an employee retires or leaves the village we evaluate if there is a better way to provide those services or shift some duties around etc. The street sweeper contract was a good example of looking at a position, seeing if there was a better way to provide that service and that was a good time to contract that out.

Mr. Isham stated when it comes to new positions, we are requesting an engineering intern to assist in the summer. This would be a college student split between streets, water, and sewer. They would help with measuring, construction observation and could be potential future recruitment, you will see it in the other two budgets as well but it is the same position.

President Wallace asked about the personnel services and why they went up so high and why we are increasing over \$500,000 to contractual services.

Mr. Isham stated for the personnel services, this was budgeted before the employee retired so that will go down.

Mr. Dinges stated the personnel will go down and we can explain the contractual portion further in the budget.

President Wallace stated the numbers for personnel still seem off and it looks like someone new is added because it is almost \$100,000. If there was still just one additional person in the budget it would be maybe 2-3% higher than the 2480.

Staff was looking into this after the meeting.

Mr. Isham stated the streets budget did increase and seems like it increased by a large amount, but a lot of that was due to previously approved capital projects that have been moved over to the general fund. One of the bigger things that we are finding out is that the lead time for trucks has greatly increased. For example, #1 on capital outlay was requested last year and approved and we probably won't see that for another year. In the current fiscal year, we are requesting two large dump trucks with the plow and spreader. They would be stainless steel so they last longer from the salt. It would replace two 2011 plow trucks and we hope to receive them in 2024.



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Chairman Gunsteen stated that the budget for two dump trucks in 2022 was \$160,000. What changed on these trucks that are costing us \$40,000 more per truck other than inflation.

Mr. Dinges stated inflation and the stainless-steel dump body so that is an added cost.

Chairman Gunsteen asked how much longer that will prolong the life of the trucks.

Mr. Warmus stated they will probably last 15-18 years because they are low mileage but the body's fall apart on them.

Chairman Gunsteen asked if the 2021 order was stainless steel.

Mr. Warmus stated it is stainless steel, but the cost has gone up \$40,000 per vehicle.

Chairman Suwanski asked what the miles were on the 2011.

President Wallace stated in his understanding on these types of trucks, it's not the mileage on them, it's the rust and wear and tear. The salt continues to eat the truck and we came up with a matrix to help determine when a vehicle should be replaced. It considers mileage, maintenance, etc. and it spits out a number. When it hits a certain number, it means the truck is costing us almost more then it is to buy a new one.

Mr. Hopkins stated these are the types of vehicles that you don't want to have break when it snows.

Chairman Suwanski asked if you have the matrix.

Mr. Dinges stated we can send it.

Mr. Isham stated that we do use a lot of these trucks as trade ins or we auction them off. For the previously order truck we have a trade in waiting for that and they have incurred an additional \$3,000 in repairs while waiting. Moving on to #3, this is another one that will be split between all three divisions, it is an additional skid steer. Right now we have two and depending on what we have planned for the day, this will allow every division to be able to use one.

Chairman Gunsteen asked how many we currently have.

Mr. Isham stated we currently have 2.



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Mr. Dinges stated all three divisions are doing much more work on their own with the concrete, sewer and water digs, there is a constant need. This will allow everyone to be able to have their own for their work.

Mr. Isham stated #4 is electrical work at the public works garage. This is the same electric that was built in 1985 so it is not the most efficient and due for an upgrade.

Chairman Hopkins asked if this was going to go out for bid.

Mr. Isham stated, yes.

Chairman Gunsteen asked if lighting would be changed to LED.

Mr. Dinges stated we have been converting them slowly, these are the actual panels that have been pieced together.

Mr. Isham stated the brush truck is next, it is used daily. The asphalt paver trailer would improve safety and be less harsh on the equipment. We need to replace the furnaces at the administration building and we are looking to replace our current front-end loader. It is 20 years old and needs about \$20,000 in maintenance repairs. There are no changes to the professional development, and no changes to the associations. Under the line items, the salaries will decrease. Some other ones that will increase are the services to maintain ground because of the expansion of holiday lights with merry and bright. That will continue to increase to make that bigger and better. The bike path and sidewalk replacement large increase is due to capital improvement projects that were previously approved. Tree and landscaping improvements is due to the Metra project.

Mr. Dinges stated we took some of those capital projects and moved them into the street line item budget. There is the Metra project and if out look at the bike path program, we moved them into the street line item which is why it looks like a large increase.

Mr. Isham stated that water and sewer have their own capital project line item so this takes that into account. He added that the stormwater facilities are remaining close to constant. He added that increase seen is due to the equipment holdover and capital projects, which mainly account for the 18% increase. He stated that that concludes the street budget.

Chairman Suwanski asked for clarification on the contractual services increase.

Mr. Dinges stated that that comes from capital that was moved over for the METRA project and sidewalks.



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Water

Mr. Dinges stated that the Water Department has been busy with watermain breaks and heat checks and everything else. They started their first round of hydrant painting around the downtown area, and that they will also continue with the watermain replacement program, which will be in a lead area and will be the first test to see how the lead service replacement goes. He stated that the first area they are looking to replace is from Western and W. Oneida to North Avenue.

The main change on the summary is an open position due to retirement and another senior maintenance worker being retitled to "Water Operator" which would require a Class C License, which would help them operate the pump stations. This would allow three people to operate the system, whereas right now only the Water Supervisor has that required license. He stated that this comes with no cost change, and is purely a title change.

As far as capital outlay, he stated that was already shown. As far as Professional Development/Associations there is no change. He stated under Public Works expenditures, it is more of a shifting of previously budgeted items to the proper funds. He added that there is no change in overall dollars, and most of the changes are in what the EPA is requiring. He also added that they are adjusting the DuPage Water Commission Agreement that did not reflect the increase they showed.

Sewer

Mr. Dinges stated that the big update, that the committee has already seen, is the Bittersweet Treatment Plant, which is underway presently. He stated that they have already begun digging for some of the buildings, and the nitrification towers have been removed and that is starting to look like a construction project.

He added that one of the big things this year is that the board increased the percent for lining the sewers to 30, which they see continuing to grow. He added that the pump house on West Bartlett is currently out to bid, stating that they hopefully come in within budget.

As far as the sewer summary, there are no changes in personnel or capital outlay. The only change is the generator which is a carry over from the year before, but they won't get it until next fiscal year. The only change in professional development is the first item, the wastewater short school, which is training to get our staff their licenses for wastewater operating so that they are certified to operate the plant.

President Wallace asked how long the class is.



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Mr. Dinges stated that it is one week in Rockford and Edwardsville. He added that professional associations are the same. As far as expenditures, there was an increase in sludge removal, which continues to grow due to the incoming load from the business park. He added that Brewster Creek produces odors, however staff believes they have found a solution to that, but it costs money. He stated that staff is always working with those businesses to try and stop these issues at the source, so that they can treat it.

President Wallace asked about recent odor complaints.

Mr. Dinges stated that they have gotten some recently near Stearns near Home Depot that staff is trying to track that down. He stated that there is a pump station in the park that pumps down to Stearns and Home Depot that goes South, and it is all along that path. He stated that they haven't heard from residents in some time, and the complaints have come from those driving by.

President Wallace recommended teaming up with some of the communications staff to create some campaigns and information to explain the rate increases, similar to how the Police Department gets information out.

Ms. Schumacher stated that she will talk with Communications Coordinator Gaby Infusino. It won't be able to make the May/June Bartletter, but we will definitely get some information out in the Bartletter and Social Media as soon as it is approved by the Village Board.

Administration

Senior Management Analyst Samuel Hughes thanked the mayor and board, for allowing him to present the administration departments budget. In the winter and spring of 2021, staff worked with park district and jewel osco to host a vaccine event in response to the COVID pandemic. This was really a team effort involving assistance from our townships and counties so we could reach out to seniors during the first wave of registration. The Fire Department was on site and the library district provided volunteers for the event. Over 3,000 people were vaccinated at the two events. Later, Jewel noted that our event was the most efficient event they had been a part of, so we are very proud of that. We are continuing to see strong business investment in the village from our downtown and our major thoroughfares. A car dealership is coming to the north end of town and the board supported a class 7c for this project which helped incentivize the to come to Bartlett. There are also several projects in the hopper in our business parks out west. We are continuing to work with business prospects on the corner of Rt. 59 and W. Bartlett Rd. as well. In 2022, the Bartlett History museum will be moving on from the current exhibit which allowed visitors to learn about our history through the windows of the train station and is shifting gears with a new exhibit "Ill drink to that, from temperance to tolerance, Bartlett's libation history" which will have programs in the train museum as well as the museum at



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village hall. Throughout the pandemic, the village has continued to be an informational resource for our residents and businesses via Facebook, our website and our business eblasts. To add to that, staff is looking into adding a formal electronic newsletter to our communications mix to fill the void between a simple Facebook blurb and the bimonthly Bartletter. The economic development commission and staff have also begin discussions around developing a community branding plan and moving away from “never far away.” A new community brand will give the village a reset and allow us to better communicate our strengths to attract new residents and businesses and also help keep the Bartlett businesses in town. Staff was directed to enhance our holidays events and with the help of the Bartlett Park District, Bartlett library, the chamber of commerce and the lions, club, we created the “merry and Bright” branding. Merry and Bright included a beefed-up tree lighting event and two new village events. The first was the holiday decorating contest and the second was the cocoa crawl event. The cocoa crawl saw 25 businesses sign up to participate. This event was not only fun for our residents, but helped our businesses get more foot traffic to their doors.

Mr. Hughes continued, our business eblasts which during the height of Covid were used substantially to get information out to our business community, are now shifting back to sending more broker and developer eblasts to highlight vacant units and land sites. Changes to the business license code and renewal process will help us streamline our new licenses and renewals. This will cut down on staff time and move all of our new applications and renewals online providing our businesses with a simpler process. Moving on, looking at a couple of the highlights, The Streets of Bartlett renovated and is now 100% occupied. Additionally, the village received the first tranche of disbursements from the American Rescue Plan Funding. The second and final payment is expected in this next fiscal year.

Moving on, we have not personnel requests or capital outlay. Professional development includes the typical line up of conferences, many of which were virtual the last couple of years. Professional associations mostly stayed the same. In terms of government expenditures, we are seeing a 3% overall increase. You’ll see a \$10,000 increase in the advertising line item. This is extra toward the branding RFP discussed earlier. Additionally, the past two years of actual expenditures are down in this category, but staff does anticipate going to trade shows and conference for the first time in a couple of years and utilizing more funds for marketing in the upcoming fiscal year. The 50% decrease in professional development comes from the off year of the strategic plan.

Ms. Schumacher stated one of the things we considered with this being the off year of the strategic plan was to have a workshop that goes into more detail on our capital planning and some of our asset management. So if it is of interest to you we can swap out strategic planning and go into a deeper dive than what we can on a typical Tuesday night.

The board agreed they would like to move forward with that suggestion.



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Mr. Hughes stated that 5% increase in economic incentives due to the addition of the culver's sales tax rebate. Skipping down to Civic group funding, the arts in Bartlett and heritage days are teaming up on their request for funding. Arts in Bartlett is requesting \$5,000 and planning a weekend global arts event again like in years past and heritage days is looking to expand their pet event requesting \$2,650 to help cover a hayride as well as insurance and signage for the pet event and the Halloween fun fest. Additionally, the chamber of commerce is requesting \$5,500, up from \$3,500 for support of chamber initiatives and recovery efforts in response to the pandemic. Just above civic group funding, we have two new items, the first is \$12,000 to go towards a community survey. This would be used for the community input portion of the strategic plan and give the board and staff valuable data heading into the next strategic plan session.

Mr. Wallace stated the board would like to review that before it is sent out.

Ms. Schumacher stated, certainly.

Mr. Hughes stated the second item would go towards the boards goal of enhancing community events. Of this \$10,000, we have received additional requests to further enhance Merry and Bright with things like additional horses, music, etc. The village also received a letter from our civic groups planning a potential Oktoberfest. Staff did anticipate requests for Merry and Bright as well as a fall event so we did add \$10,000 to give the board some latitude and be a placeholder.

President Wallace asked what groups were behind the Oktoberfest.

Assistant Village Administrator stated it was the Chamber of Commerce, Rotary Club and the Lions Club. And as Sam suggested, between the Merry and Bright enhancements as well as the letter you received the other day from the civic groups, there is \$10,000 in there to support one or both of those initiatives.

President Wallace asked about the other charges line item and why it increased so much.

Mr. Dowden stated those numbers flow from the line item detail. The summary shows the estimated as opposed to what is being requested. The reason the estimate is so low is because that's the BEDA grant funding, so if we didn't use the BEDA money as much the estimate for year-end will be a lot lower then the new fiscal year budget even though the budgets numbers are very similar.

Chairman Suwanski confirmed that the economic incentive line item is mostly BEDA.

Mr. Dowden confirmed and said there are some sale tax incentives, but its mostly BEDA.



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Chairman Suwanski asked to confirm what was budgets last year for BEDA if we are only estimating \$33,000.

Mr. Dowden stated we budgeted \$255,000 last year and we only anticipate using \$30,000 this year because the BEDA grants approved were small and not all of them will be paid out this fiscal year. We do not expense them until they are paid out.

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 9:11 p.m.

Samuel Hughes
Deputy Village Clerk