



VILLAGE OF BARTLETT COMMITTEE MINUTES March 7, 2023

CALL TO ORDER

President Wallace called the Committee of the Whole meeting of March 7, 2023 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 6:00 p.m.

ROLL CALL

PRESENT: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski, President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Economic Development Director Tony Fradin, Sr. Management Analyst Samuel Hughes, Management Analyst Joey Dienberg, Finance Director Todd Dowden, Assistant Finance Director matt Coulter, Public Works Director Dan Dinges, Village Engineer Bob Allen, Planning & Development Director Kristy Stone, Food and beverage Manager Paul Petersen, Police Chief Geoff Pretkelis, Deputy Chief's Naydenoff and Durbin, Village Attorney Bryan Mraz and Village Clerk Lorna Giless.

FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE **Proposed Operating Budget Review (Police)**

Police

Chief Pretkelis stated that on behalf of the Bartlett Police Department, he would like to thank the board for providing the opportunity to present the police department's proposed 23-24 budget. We truly appreciate the support we receive from Village President Wallace and the Board of Trustees in order to fulfill our mission and vision to "Serve with care and protect with confidence."

I would like to start off with the infographic that Management Analyst Joey Dienberg put together, followed by some highlights in the police department summary. I am extremely proud of our staff who continue to embrace what we call doing things by the "Bartlett Way" to provide exceptional service to our residents, civic groups and business community.

The police department has been an accredited law enforcement agency since 1997. There are 48 in Illinois out of about 877 agencies, only 5 percent of Illinois agencies, and 7 percent nationwide that are CALEA accredited. We completed our year 3 CALEA remote web-based review on June 9 through June 16, followed by our on-site assessment during the week of July 24 through July 27. We are scheduled for our 8th reaccreditation at the CALEA conference in Bellevue, Washington on November 7 through November 12.

In regard to traffic safety, the police department worked to improve safety along the U.S. Route 20 and IL Route 59 corridors by conducting directed enforcement of speeding, impaired driving, and distracted driving violations. In 2022, we arrested 561 aggravated speeders compared to 508 aggravated speeders in 2021 (271 of those offenses occurred on Lake St and 38 of those offenses occurred on IL Route 59) In 2022, we arrested 106 DUI drivers (82 last year) We issued a total of



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8,138 citations from 2/15/22-2/15/23 compared to 7,142 citations during the same timeframe in 2021-2022. The police department was awarded \$25,014.50 as part of the IDOT Sustained Traffic Enforcement Program (STEP) grant from 10/22-9/23 to specifically target seat belt, impaired driving, distracted driving, and speeding violations. We were also awarded a little over \$28,000 for the next traffic safety grant that runs from 10/23- 9/24. The police department is already preparing in anticipation of the increased traffic issues and complaints with the start of the IL Route 59 and West Bartlett Rd intersection improvement projection.

The police department was awarded 2nd place in the municipal police category of 51-65 officers in the 2021-2022 Illinois Traffic Safety Challenge. Last year, we were awarded 3rd place. The IL Traffic Safety Challenge is a template for law enforcement agencies to identify traffic issues, plan strategies, and provide an opportunity to contribute to the Illinois' Strategic Highway Safety Plan. Agencies are judged in police training, recognition, public education, enforcement and effectiveness.

We continue to invest in the training of our police officers. Last year, we dedicated approximately 14,000 hours of annual training. Last year, we collaborated with the fire protection district to provide our staff with rescue task force training, which was given an honorable mention for IRMA's Innovative Risk Management Award to recognize members that exhibit a commitment to the safety of their employees, facilities, and public. Our police department is only one of a few Illinois police departments to train its officers in ICAT de-escalation training developed by the Police Executive Research Forum. This research proved training is designed to provide our police officers with the tools, skills, and options they need to successfully and safely defuse situations involving persons who are unarmed or are armed with weapons other than firearms, and who may be experiencing a mental health or other crisis.

In regards to community events, we are part of the Bartlett community and we truly believe in the importance of building positive police/community relationships. Last year, we welcomed back our police open house, which had approximately 900 residents attend. We participated in several new community events - the Books with Badges and Cocoa with the Cops as part of the village's Cocoa Crawl, Arts in Bartlett pet and fall festival event as well as Oktoberfest. This was the ninth time our National Night Out was awarded 1st place. This also marks the second consecutive year we obtaining a first-place finish. Besides reviewing the special event applications, the police department will be part of the village's special event planning committee and is a part of the village-wide emergency management team to prioritize the safety at all of the community and special events.

The police department provided safety and security during the 4th of July Festival and Independence Day parade at Apple Orchard Park. The police department spent approximately \$35,000 on personnel costs to staff the four-day event. This year's 4th of July Festival will be a five-day event.

In response to the active shooting incident in Highland Park, the police department assigned additional police officers in the festival area on the 4th of July. The police department also worked closely with the Bartlett Fire Protection District, Bartlett Park District, and the Bartlett 4th of July Committee to monitor the weather conditions. On the 4th of July, the decision was made to evacuate the festival area shortly after it started due to severe weather concerns. The decision



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has also made to move up the start time of the fireworks display and then evacuate the festival area immediately afterwards due to more weather conditions.

In terms of giving back, last year the police department raised over \$15,000 in support of Special Olympics athletes. The Bartlett Police Department will also be listed as a milestone name on torch run shirt through its fundraising efforts during the Law Enforcement Torch Run, Polar Plunge, Row 4 Dough, and Cop on a Rooftop events. We also hosted a holiday toy drive, diaper drive, food, school supplies and pet supplies as part of National Night Out.

Chief Pretkelis reviewed the police budget summary. There are no new personnel requests.

Chairman Hopkins asked why the training hours are lower this year than previous years.

Chief Pretkelis stated that there are two different training hours, some of our hours are calendar year, the other half are fiscal year, they were still limited by some COVID restrictions, where we weren't able to host some of the training, but we are now a full go without any restrictions. We are actually hosting an FBI negotiator training, which one of our officers is in actually, today.

In regards to capital outlay, we are looking to replace 3 patrol vehicles. One of the vehicles has 85,000 miles with 15,000 engine hours, another with 90,000 miles and 12,000 engine hours and another vehicle has 80,000 miles with 900 engine hours. They all meet the criteria of the replacement guidelines. Previously it took 6-8 weeks to receive ordered vehicles, now we are looking at 10-11 months before we receive our vehicles. Public works has been facing the same issues lately as well.

Number 2 is the mobile video recorders, which the village board has authorized the 5-year agreement with.

We are also asking the village board to approve a 5-year agreement for body worn cameras. Due to the SAFE-T Act, a department of our size needs to have these before January 1, 2025. By going through Axon, they would be an integral part of our solution, and would tie in with other equipment that we use. We haven't seen a lot of grants since the SAFE-T Act went into effect, there were several grants that we weren't eligible for, but we are continuing to look at other resources.

Chairman Gandsey asked how long we have had the MVR's that no longer have replacement equipment.

Chief Pretkelis stated that it has been numerous years, and with all of the supply chain issues we will not have the replacements until November.

President Wallace asked if they have a minimum size department in the SAFE-T act for body cameras.

Chief Pretkelis stated no, but larger agencies have to implement them sooner. Another thing we are asking for is new Taser CEW's. Taser 7 CEW is the latest CEW technology. It is compatible



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with the body worn cameras, mobile video recorders, and the optional virtual reality training system.

Number 5 is the Milestone Camera System, the server records all of the police department's surveillance cameras, including the jail cells and detention area. The cameras are necessary to maintain compliance with IDOC standards. The existing Milestone Camera System Server is end-of-life and product support will no longer be provided.

Chairman Suwanski asked how old the current system is.

Chief Pretkelis stated that it is a shame, it was new with the police facility, and year 1 into the facility, the dealer of the system deemed it end of life. As a result, we have a lot of issues whenever it goes down getting it serviced or repaired.

Next, we are requesting 3 new patrol rifles. All police officers receive annual rifle qualification training. The additional department-owned rifles would allow every police officer assigned to each patrol shift to be equipped with a patrol rifle while on duty.

Next is the purchase of two new rifle rated shields that will provide dedicated safety equipment at the middle school and high school for immediate deployment by the assigned School Resource Officers (SROs).

Next is the purchase of a ZetX Program. The ZetX platform allows investigators to visualize and analyze call detail records and third-party device location information to quickly interpret patterns, generate leads, and solve criminal investigations.

We are requesting Frontline Professional Tracker Module. This cloud-based software module adds more functionality to the Frontline software the police department currently uses. Pro Frontline Professional Tracker Module Standards Tracker allows us to easily manage our internal affairs, use of force, and vehicle pursuits. It provides dynamic reporting, statistical analysis, and an easy-to-use interface for data entry, which will replace the paper reporting we currently use.

Next thing we are asking for is an equipment room storage system. This weapons storage system ensures that a wide variety of weapons are kept organized, accessible, secure, and at the ready in our patrol equipment room. Supervisors perform 10 Equipment Room Storage System 7,000 new no hour-long, weekly audits on this high-valued equipment to ensure accountability and functionality. These storage systems will significantly reduce the time for these audits, resulting in optimal efficiency.

We are also looking to replace 4 AED's and 2 training machines. Replacement of outdated and discontinued Heartstart AED's that are needed during medical emergencies. The new AED training machines will assist during the training of police personnel, village hall personnel, school crossing guards, and citizen police academy students. We have had at least 13 AED saves since we implemented them in our fleet in 2015. We are also looking for grant opportunities to pay for a portion as well.



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The last thing in capital outlay we are requesting are Laser Tech Handheld Lidar. Replacement of an older model Laser Tech Handheld Lidar device that is 10 years old. This device is an important traffic enforcement tool.

Chairman Suwanski asked a few clarifying questions about the compatibility of the various recording devices. She asked if there was a way to streamline these programs under one server.

Chief Pretkelis stated unfortunately no, and that we try to go with the best industry standards for most of our tools, and unfortunately there isn't a best one stop shop for everything. When we can overlap we try to like we are with the Axon equipment. He then reviewed other areas that some software's work together with other agencies as well.

President Wallace asked for Chief to review what is eligible for equitable sharing funds.

Chief Pretkelis reviewed those guidelines, stating they had to be new items, and our compliance manager always reviews the items requested to be sure that they are eligible before being presented in the budget. He also reviewed items that have been purchased in the past.

Chairman LaPorte pointed out that out of the \$378,378, that only \$193,000 are coming from the taxpayers.

Chief Pretkelis stated for professional development, the budget increased 13% mainly due to the CALEA conference. He reviewed a few highlights some trainings that are included in the budget. He stated that they really believe in building a bench, and are always trying to provide opportunities for growth to their staff.

For professional associations, there was a 6% increase due to NIPAS, Cook County Advocacy Center, and Child is Missing Alert Fees. He then reviewed the details of those different associations, as well as the different benefits provided.

For the line item justification, the notable changes to the public safety expenditures include an 8% decrease in the crossing guards, we took a good look at what we are paying them and felt that was appropriate. Service agreements went up 12% due to Verizon phone expenses. In regard to equipment rentals, that was a 62% decrease, due to Verizon phone expenses moved to Service Agreements. There was a 7% decrease due to Cook County Wide Network Connection fee. The advertising increase was for the police officer recruitment process. Towing was reduced 50%. Our biggest fee is in the communication section, due to DuComm Fees. Vehicle Maintenance was up 8% due to increase of labor and parts costs. Vehicle setup was up 53% due to increase of equipment and shipping costs. Uniforms are up 23% due to anticipated increase in uniforms and bullet proof vest allowance for the CBA. Shooting Range Supplies is 8% due to HEPA filters and lead removal. Automotive supplies is up 9% due to fuel costs per gallon. Police/Fire Commission costs are up 93% for the sergeant promotional exam that occurs once every three years, and anticipated costs of hiring new officers. For machinery and equipment, that is up 9% due to the milestone camera system server. We covered the equitable sharing costs in the capital outlay. Lastly is a 14% increase in the increased pension obligations. That concludes our budget, we thank the village board for your assistance. As you can see, we don't take what the taxpayers pay lightly, and we worked really hard to get this budget where it's at.



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Chairman Suwanski asked if the K-9 budget includes Maverick, or if it is just Luther.

Chief Pretkelis stated that Maverick was generously donated by K-9's for comfort, and another company provides his food. The only expense we pay is grooming and vet expenses.

Chairman Suwanski asked if Luther is expected to retire soon, and if there is an expense to replace him if that happens.

Chief Pretkelis stated that his anticipated retirement is expected in the next few months, Staff will not be looking to replace the K-9 unit after a thorough review of the programs use. We can cooperate with other departments, and that is a good opportunity to save right now. The drone also supplements the use of a K-9 program.

Administrator Schumacher stated that we reviewed 2 years of Luther's deployment and activities, and we found that we can duplicate those services with regional assets available to us, and as chief mentioned, we have the use of drones available.

Chairman LaPorte asked for some clarification on how equitable sharing is written down as an expense.

Mr. Dowden explained the process.

Chairman Suwanski asked about vehicle setups and if there is a local business that can do that in the business park.

Chief Pretkelis stated that they are really happy with the current company, and we have tried a local business years ago, and can't speak to their ability to do the job.

Chairman Gunsteen asked if there are any other items that can be covered under equitable sharing that are not being used.

Chief Pretkelis stated that they can double check. We are currently looking for grant opportunities for the body cameras, but if they don't work out then they would certainly look at that.

Chairman Hopkins asked if we are locked into a contract with DuComm.

Chief Pretkelis stated that if we were to try and leave DuComm, it wouldn't be a clean cut. The reason being, you have to take all of those fees, we would be on the hook for a variety of items. Staff has communicated with them, expressing our disappointment with the fee increases.

Chairman Hopkins asked for more information on that, and also asked what other municipalities do in similar situations.

Chief Pretkelis shared the other local dispatch centers, but stated it can be hard to be brought into those other groups. He isn't sure on how comparable fees are at this time due to different equipment, etc.



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President Wallace asked how much the SAFE-T act added to this budget. He would estimate close to \$200,000.

Chief Pretkelis stated that would be a fairly accurate estimate. There are a lot of moving parts, but a lot of it is in equitable sharing.

Administrator Schumacher added that a lot of those questions regarding unfunded mandates from the state can be asked in public works as well.

President Wallace stated that the state likes to add without any funding.

There being no further business to discuss, President Wallace entertained a motion to adjourn.

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

ROLL CALL VOTE TO ADJOURN

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

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting was adjourned at 7:06 p.m.

CALL TO ORDER

President Wallace called the Committee of the Whole meeting of March 7, 2023 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:33 p.m.

ROLL CALL

PRESENT: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski, President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Economic Development Director Tony Fradin, Sr. Management Analyst Samuel Hughes, Management Analyst Joey Dienberg, Finance Director Todd Dowden, Assistant Finance Director matt Coulter, Public Works Director Dan Dinges, Village Engineer Bob Allen, Planning & Development Director Kristy Stone, Food and beverage Manager Paul Petersen, Police Chief Geoff Pretkelis, Deputy Chief's Naydenoff and Durbin, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.



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BUILDING & ZONING COMMITTEE, CHAIRMAN HOPKINS
Park and Lake Street Concept

Chairman Hopkins introduced the item.

Planning and Development Services Director Kristy Stone stated as a reminder, whenever a project does not comply with the villages comprehensive plan, we recommend that they submit a concept plan for review and your feedback. The previous application we got back in 2003 was for a church so this is a complete change in use from what was proposed. David Shaffer, the contractor, is here tonight.

Chairman Gunsteen asked about the rear exit on to Hale. He is worried about the quick cut through and asked if it was necessary to have that open.

Ms. Stone stated that they typically like to have a secondary access, especially when there is senior housing. It could possibly be fenced off for emergency access only.

Chairman Hopkins asked if we could just put up signs that say emergency vehicles only instead of a fence because he agreed traffic could be bad in that neighborhood.

Ms. Stone stated that was possible.

Chairman Gunsteen stated that he believes at one time there was an agreement to extend park Blvd. to Prospect. He asked if there are easements to allow that to happen instead of going on to Hale.

President Wallace asked about the adult daycare use.

Chairman Suwanski stated she wishes they found another name for it, but it sounds very popular.

Ms. Schumacher stated a lot of it is directed towards people with memory issues.

President Wallace asked about the inpatient rehab.

Ms. Stone stated that was correct. It would still be for seniors after they have been hospitalized to get them to be able to live independently.

President Wallace asked about the senior housing and if it was just 55 and over.

Ms. Stone stated she believed so.

Chairman Hopkins asked what the timeframe would be on a development like this.

Mr. Schaffer stated first phase would be the office building and we are hoping to break ground this year. It would be a 3-phase project over 3 years.

Chairman Gunsteen asked about the site adjacent.



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Ms. Stone stated it is owned by a separate entity.

President Wallace asked if there are other similar projects to this.

Mr. Schaffer stated he has done other complexes like this, but he doesn't know if his client has.

Chairman Hopkins asked if it would be unreasonable to add an access in to the adjacent property so they have access instead of creating a new curb cut.

Ms. Stone stated that is anticipated.

Chairman Gunsteen asked if we require bike paths or sidewalks out front.

Ms. Stone stated we would strongly encourage it, but it is up to IDOT.

POLICE & HEALTH COMMITTEE, CHAIRMAN SUWANSKI
Revised Emergency Operations Plan Review

Chairman Suwanski introduced the item.

Commander Rybaski gave an overview of the plan and some of the items that changed. He stated the plan is similar to a coach's playbook for how to handle emergencies. We worked closely with DuPage County on the plan and liked it so much they plan to use it as a template for other municipalities. Additionally, Commander Rybaski reviewed the boards role in an emergency and reviewed the new room layout for the Emergency Operations Center (EOC) and the staging room next door. Commander Rybaski reviewed the new debris management, active shooter, cyber-attack, severe weather and family unification center annexes of the plan as well. Lastly Commander Rybaski reviewed how a fake emergency might run and who might be the incident commander based on the type of emergency.

Chairman Gandsey asked how we plan on training staff on this plan.

Commander Rybaski stated we have put together an emergency management team and we will do a training on how an EOC works. It is also his job to be the facilitator to make sure everything is running smoothly and answer those questions as they come in.

Village Administrator Schumacher stated they did a good job sitting down with the staff members that are identified in this plan. You can practice with a table top exercise and a full-scale exercise. Those are on time tables that are required of us by the plans. Commander Rybaski would write those and work with all our partners on putting those together.

Chairman LaPorte asked if he could speak about how prepared we are for a train derailment.

Commander Rybaski stated if we have a train derailment, that would follow the transportation annex. We would also be reaching out to the company whose train derailed and invite them to our EOC. We would also be looking at what hazards might be included in that and we would also



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be working with the train companies reviewing their hazmat plans. We would be working with the EPA to make sure the problem doesn't get worse and determine if anyone needs to be evacuated.

Ms. Schumacher stated when those events elevate to the state and federal level, the national incident management trainings help get everyone on the same page with verbiage and understanding the plans.

President Wallace is hoping we are prepared to not be struck by a cyber attack like what happened to Atlanta.

Ms. Schumacher stated we do have paper copies in multiple places. We also have some additional funding for some cyber security components.

President Wallace stated he would encourage more public training exercises. Maybe more posters at the 4th of July event.

Chairman LaPorte asked if there was any advanced training for community members.

Commander Rybaski stated we never had a donation/volunteer section in the previous plan, but we did add that to the new plan. We add the townships as assistance area in the new plan. It was a challenge having to include all three counties in this plan, but it is nice because we have all three countries resources if we really need it. They come with volunteers, Red Cross, and the Salvation Army that can all help out as well.

Chairman Suwanski stated she thinks its important to let people know there is a plan for these various scenarios.

FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE

Proposed Operating Budget Review (Planning & Development, Golf)

Planning & Development

Ms. Stone presented the Planning and Development Departments budget. After evaluating staffing needs, we are proposing to eliminate the PDS Clerk position. This position use to scan in the paper applications into laserfiche and we no longer handle paper applications. The two secretary positions are handling more permitting work and we are looking to transition them to permit clerks. Our current permit tech position would switch to a permit coordinator because she works with the contractors, finance department and coordinates everything including being the main point of contact once the permit has been issued. This position would also be responsible for supervising the two permit clerks. We are budgeting to add a 2022 Ford Explorer to replace the 13-year old Ford Fusion. All of the professional development and association sections are all the same from the previous year. Overall, salaries are increasing due to the Brewster Creek TIF ending and some of the allotments changing for that.

For line item justification, vehicle maintenance has increased slightly due to the cars getting older.



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Chairman Gunsteen asked how many vehicles they have currently.

Chairman Hopkins asked if Ms. Stone is proposing to have an assistant. He stated he thinks the department is doing more with less after looking back at expenses in 2019 until now.

President Wallace stated the new software that your department has certainly seems to have done what we hoped it would.

Chairman Gandsey asked what she anticipates her next hire being.

Ms. Stone stated we currently have a few open positions that are budgeted for but vacant. We are looking for a Plan Reviewer.

Golf

Golf Professional Phil Lenz presented the Golf side of their budget. There are no personnel requests this year. Professional Development and Associations are pretty much the same as in previous years. We are requesting a couple of Capital Items, one being a GPS system for our 76-golf cart golf fleet. There are three reasons for that, first because it is starting to become a standard in the industry with about 70% of competing golf courses have this technology. Operationally it allows us to control cart traffic when we need to keep carts on the path. We can see where carts are from the clubhouse. We can easily pay for this item with a slight increase in cart rates if this is improved. We are also going to save a few thousand dollars by having less rangers on the course. The second item is a wall down by where the carts are that is beginning to crumble. We have an estimate of about \$5,000 to fix that.

President Wallace asked about the GPS technology and shutting off the cart.

Mr. Lenz stated they would have that feature. The grounds supervisor does such a good job keeping the course in great condition, so we do not need people driving between bunkers and greens.

Chairman LaPorte asked if we can sell ad space on it.

Mr. Lenz, stated we can.

Chairman Gunsteen asked if there is days when we are cart path only, can we keep them on it with geo-fencing and he asked about the fee.

Mr. Lenz stated that is correct and the fee shown for \$30,000 is a repeating cost. Chairman Gunsteen asked if the equipment is leased or is it free.

Mr. Lenz stated it is their equipment.

Chairman Hopkins asked how often it gets replaced.

Mr. Lenz stated when it breaks or technology changes, it's usually just software updates.



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Chairman Gandsey asked if there are options to buy.

Mr. Lenz stated he can look into it.

Chairman Hopkins asked if they are reliable if someone breaks a screen.

Mr. Lenz stated if it gets damaged, that is on the customer. If it is normal wear and tear, we would be responsible.

Chairman Hopkins asked if that would be hard to track.

Mr. Lenz stated that we have a starter who will have a good idea if there was any damage to the cart before they go out.

Chairman Gunsteen asked what the timeline would be.

Mr. Lenz stated that if we did it this year, it probably wouldn't be in the carts until July or August.

Chairman Deyne asked who would be installing them.

Mr. Lenz stated they would be installed by Club Car.

Chairman LaPorte asked if the rate would be pro-rated.

Mr. Lenz stated it is a 12-month contract.

Chairman Gandsey asked why we choose this company.

Mr. Lenz stated you typically do GPS through your cart provider. You can go outside of that, but you will get something that looks more like a phone and they do not last.

Chairman Hopkins asked if this is a selling point.

Mr. Lenz stated when COVID hit, it gave golf a boom and most of that boom was from 35-55 year old's. We are even seeing more in the 25-35-year-old range and they somewhat expect that technology. It is not an absolute must, but it is beginning to be expected from our golfers.

Chairman LaPorte stated the \$30,000 divided by 12 is \$2,500 per month. If we can sell \$2,500 per month in ad revenue, you are good to go.

Chairman Gunsteen asked who monitors this.

Mr. Lenz stated our golf shop will have a computer telling us where every golf cart is.

Chairman Gunsteen asked about adding the additional fees and revenue you are discussing, are we still competitive with the other courses in the area.



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Mr. Lenz stated we are. We did a rate survey this year and that's when we determined we can be a little more aggressive.

Chairman Gunsteen stated this would be a selling point for the younger demographic, if approved.

Mr. Lenz stated there has been other things that him and Mr. Giermak have discussed about the golf course that can really help us. They are not revenue increasers, but nice touches like better garbage cans, tee signs, etc.

Chairman Gunsteen asked if there is a call button for drinks on the GPS unit.

Mr. Lenz stated, they do.

Chairman Gandsey asked if they will give weather alerts.

Mr. Lenz stated, yes.

Chairman LaPorte stated he was down in Florida and they have tee signs that sell advertising as well.

Mr. Lenz stated he thinks that is a great idea.

Chairman Suwanski stated that you have an increase of merchandise in the pro shop and asked if there was an online purchase option there.

Mr. Lenz stated not at the moment, but with the new point of sale system, that option is out there. We are still working through it, but down the line that is something we will certainly look into. Typically, at a public golf course, you will typically only sell a golf certificate.

President Wallace asked if they are shutting down any of the holes when they redo the water system.

Mr. Giermak stated initially they will not, but we are still working with the contractor.

Chairman LaPorte asked what big items we need to be aware of at the course in the next few years.

Mr. Lenz stated we have about 8-10 years of life in the roof. We have the fire suppression system as well that needs to be replaced.

Chairman Deyne stated he has played a lot of rounds of golf at Bartlett Hills and he receives a lot of comments about how nice the course is. He stated the crew at the course is doing a phenomenal job and to keep up the good work.



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Grounds Maintenance

Mr. Giermak stated they have no personnel requests. For capital, they are budgeting for a debris blower. The current unit has exceeded its life expectancy by eight years and it is used daily during the playing season. Additionally, in the fall, its used about 8 hours per day cleaning leaves. The second item is a utility vehicle that has exceeded its life expectancy by 9 years. It is used to complete our daily assignments so it also gets a lot of use. The third item is the irrigation system that was recently approved.

Chairman Hopkins asked what we are doing with the debris blower and the utility vehicle.

Mr. Giermak stated the current utility vehicle would try to be kept. Our staff is growing in size. We are working people less hours, but getting more staff so we need more vehicles. In season, we have 13-14 staff members with only 5 utility vehicles.

Chairman Gunsteen clarified that we are adding not just replacing.

Mr. Giermak stated that was correct.

Chairman LaPorte asked him to explain the importance of the water system.

Mr. Giermak stated the course is around 130 acres. Without irrigation, you can not have a golf course. The current irrigation is coming up on 28 years old and every day we are looking at issues with it, repairing leaks, etc. Fortunately, we have not had a main line break yet, but if we do, we have to shut down the system for multiple days and likely will loose grass. The next system is all HDPE and runs in roughly 200 ft. sections which are all fused together with heat. As long as you have a qualified contractor, the possibility of having a leak is minimal. Environmentally, a new irrigation system lets you dial in exactly where you are putting your water. With water restrictions likely coming to Illinois eventually, we could run a spigot for 30 seconds or a half a spin to give just the amount of water needed. If a nozzle is cracked, the new system would let us know that the specific spigot is cracked and putting out too much water.

Chairman LaPorte asked how long the system would last.

Mr. Giermak stated they estimate 50-75 years. We might need to replace a head or satellite box, but the pipe in the ground should last at least 50 years. Right now, it is glued PVC pipe and right now that glue and primer is starting to erode so you are getting these pinhole leaks all over the golf course.

Chairman LaPorte stated technically we could reduce man-hours by having a more efficient system.

Chairman Gunsteen asked when the fire suppression system needs to be put in and what is the cost.



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Mr. Petersen stated he believes it was budgeted for \$300,000. We are just waiting for quotes to come in. Based on the condition, it should be done as soon as possible, because they cannot ensure how affective the system would be if there was a fire.

Chairman Gunsteen asked if it was because of its age.

Mr. Petersen stated yes, it is the original system and they have made new changes that eliminate rusting and leaking.

Ms. Schumacher stated the fire department has been helping us out with this. There are leaks and the pitch of how the system was installed are some of the things that would help fix it. She doesn't want to give the impression that Bartlett Hills is a fire trap, but we do not want it to become one.

Ms. Suwanski asked how this would affect our warranties we may have in our insurance policy.

Ms. Schumacher stated IRMA comes out and she believes they are coming out to do a threat assessment for us in the next few months. We do not anticipate having a problem with IRMA, but they will let us know if they do.

Mr. LaPorte asked if this replacement will affect weddings and banquets.

Mr. Petersen stated, no.

Mr. Giermak stated the only change to the professional association detail is adding Green Keeper to the line item. We have used this for maintenance schedules, but it is becoming more of an association now with providing webinars, weather outlooks, diseases guidance, etc. It pays for its self because it helps us dial in when we need to spray or not. If you can push a spray window 6 or 7 days, per month, you are saving yourself 2 or 3 fairway sprays a year and a fairway spray is roughly \$2,500.

Food and Beverage

Mr. Petersen stated he is excited to see what a non-COVID year will do for our revenue this next year. This year we went from a very light January-April with very few events, to up to 45 to end the fiscal year. He reviewed the restaurant banquet and midway budgets.

Chairman LaPorte asked Paul to talk about the success we have had with The Knot.

Mr. Petersen stated people use The Knot and Wedding Wire 73% of the time to book. We also received the Couples Choice Award from the Wedding Wire this year. Trends nowadays show you have to have uniqueness and we have added that new causal wedding package that adds revenue with lower food and labor costs. We have already booked five of those packages just in January. Always being present, answering the phone, having your prices online, 360-degree tours available, staying active with the social media, and being upfront with people when they come in are all important things.



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Chairman LaPorte asked if we advertise those top five.

Mr. Petersen stated we do a lot of research over the off season on what we think we need to do. There are common denominators and pulling those out seem to be the most important for the folks looking for a venue.

Chairman LaPorte asked if there is a common comment that the brides make.

Mr. Petersen stated 74% are choosing venues because of the price. 61% are choosing it because they have a ceremony site and a venue at the same time. the last thing is the uniqueness if the venue and being able to take pictures on the course, etc. We check a lot of boxes off for a lot of people and frankly, very few can do that at the price we offer.

Chairman Gandsey asked if that is what people typically tell us if they decide to go somewhere else.

Mr. Petersen stated why they would pick us is because of price, hospitality, we listen to them and make estimates the day of, if they want to go item by item. People are choosing more unique places like farms, castles, etc.

Ms. Schumacher stated when we talk about golf, we are the preferred location for every civic group that has a golf event. The other part of that is the food and beverage part. Paul's staff does a good job working with the planners and providers to make the post golf portion of the events enjoyable for the non-golfers too.

Chairman Gunsteen asked if we are doing anything to improve the entrance to Bartlett Hills.

Mr. Giermak stated that they are working on new signage and working on the left side with natural plantings on the left side.

President Wallace asked about the Sous Chef in the budget.

Mr. Petersen stated that should be a continuation. That position was hired last year.

There being no further business to discuss, President Wallace entertained a motion to adjourn.

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



**VILLAGE OF BARTLETT
COMMITTEE MINUTES
March 7, 2023**

ROLL CALL VOTE TO ADJOURN

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

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting was adjourned at 9:09 p.m.

Samuel Hughes
Deputy Village Clerk