



# VILLAGE OF BARTLETT COMMITTEE MINUTES March 21, 2023

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## CALL TO ORDER

President Wallace called the Committee of the Whole meeting of March 21, 2023 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:20 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, Human Resources Director Janelle Terrance, Sr. Management Analyst Samuel Hughes, Management Analyst Joey Dienberg, Finance Director Todd Dowden, Asst. Finance Director Matt Coulter, Public Works Director Dan Dinges, Assistant Public Works Director Tyler Isham, Public Works Engineer Bob Allen, Planning and Development Director Kristy Stone, Grounds Superintendent Matt Giermak, Police Chief Geoff Pretkelis, Deputy Chief Will Naydenoff, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

## **BUILDING & ZONING COMMITTEE, CHAIRMAN HOPKINS** **Aldi (Streets of Bartlett)**

Chairman Hopkins introduced the item.

Planning and Development Services Director Kristy Stone stated that in 2019 we approved a PUD Plan Amendment with the anticipation that there would be an out lot in the parking lot. We have since received an application from Aldi for a 20,000 sq ft. Aldi grocery store at that southwest corner of the property due to the utility locations under the existing parking lot. They will blend into the site by having the same lighting and landscaping. They are also requesting a final site and PUD plan for the Aldi itself. The proposed parking for the Streets of Bartlett and Aldi would be a total of 444 parking spaces. If you recall, as part of the downtown overlay district, we do allow reduced parking when there is shared users. We look at the time of day and parking requirements for each land use. After, we calculate what time during the day, during the week is the most parking demand. Based on the required parking calculations, all of the existing users in the Streets of Bartlett would be 390 spaces. The building elevations are going to be a brick and concrete masonry. The south and east elevations have fiber cement panels that have a wood grain look. Because this is in the downtown overlay district they did have to follow the form-based code. This is only the second project we have had to review based on those design guidelines. They are requesting 6 major design exemptions as part of these proposed building elevations. They are to reduce the minimum ground story transparency on the primary frontage from 65% to 13.8%, eliminate the required two front entrances on the frontage which would be Devon Ave. They are orienting the building so it faces east to fit into the existing parking lot. They are asking to increase the maximum tower width from 30' feet to 77'. They are requesting to allow a facade comprise of less than 60% of a single major facade material. They are asking to be allowed to use aluminum composite panels as a minor facade material and to allow a change of materials when the facades change of depth is less then 8 inches. This is an international company and they have their own



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building prototypes which they try to follow. They have accommodated many of the design requirements, and brought it right up to Devon Ave. They are also including bicycle racks. They will need a public hearing in front of the Planning and Zoning Commission should the board forward this on. The petitioners are present as well.

President Wallace asked how close the building is to the sidewalk along Devon Ave and are the bushes being removed.

Ms. Stone stated on their plan they are installing new bushes. There is a sidewalk set back 17' from the right of way line and 5' sidewalk along the south property line. They are relocating a Streets of Bartlett Sign closer to the access aisle.

President Wallace stated it is tricky getting out of that intersection when looking east.

Ms. Stone stated the line of sight will be better than it is now.

Trustee Suwanski asked about the entrances.

Ms. Stone stated the downtown overlay district is anticipating multiple users and shops so it anticipates two entrances along a wall of this length.

President Wallace asked how far the building will be from Pasta Mia's patio area.

Ms. Stone stated it is about 60 feet.

Trustee Suwanski asked where the dumpster will be.

Ms. Stone stated it will be in the recessed loading dock and be below grade. And there will be landscape screening.

President Wallace asked when trucks will be there.

Tom Shoyman, Construction Manager with Aldi stated that trucks mainly deliver grocery's overnight.

Trustee Gunsteen stated he feels like there should be windows spanning the backside of the building and the woodgrain element to make it look more appealing as well as on the Devon Ave. side. We already have that element on the CVS.

Chris Stair, Director of Real Estate with Aldi stated that is something they can take back to committee at the international office and see if that is something they will do. This is their latest and greatest prototype and being so close to the corporate headquarters, they want it to look nice.

President Wallace stated that would be very neighborly for the other businesses there.

Trustee Gunsteen asked just because the north elevation faces another business are we requiring a parapet to shield the roof top equipment.



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Ms. Stone stated the mechanicals are screened.

Trustee Gunsteen asked if there is a way to add a half brick wall where the ornamental fence is by the loading dock.

Mr. Church stated he can take that back to committee for review.

Trustee Deyne stated he would like to approve the aesthetics of the side facing Pasta Mia, but he doesn't agree with adding a brick wall there. Trucks won't be there during the day anyway.

Nicki Camerer with RWG Engineering stated they can get a berm in the grass area about 3 feet tall. Once you add landscaping, you won't see much of that fencing.

Trustee LaPorte asked about the traffic flow between Aldi and Pasta Mia.

Ms. Stone, stated we will add arrows to designate that it is a two-way drive aisle. We will look at when stop signs are necessary as well.

Trustee Gandsey asked if there will be an Aldi sign on Main Street.

Ms. Stone stated there would not be, but they are proposing to have signage on all 4 sides and a monument sign on Devon Ave.

### **FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE** **Water/Sewer Rate Review**

Finance Director Todd Dowden stated during our budget process we have been talking about water and sewer rates and we are getting closer to where we actually have to approve them. A couple meetings ago we discussed a 4% increase to water rates and not increasing sewer rates. The 4% water increase is based on the capital budget and projected 4% DuPage Water Commission increase. The City of Chicago is raising their rate 5%. We are still using \$500,000 this coming year from the American Rescue Plan Act Funds. We would be over \$5.5 million at the end of the 2023-2024 year with the 4% increase. In 2024-2025 it will go down quite a bit. We discussed a staggering water line replacement program between the streets and water mains which is why it would go down in 2024-2025.

President Wallace asked about not increasing the rate 4%.

Mr. Dowden stated if we delayed, in a year the increase would compound, so next year we would have about \$480,000 a year that we would be short each year.

President Wallace stated with inflation the way it is, he would prefer to push the increases out as far as we can get them.



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Mr. Dowden stated the issue with doing that is the increases to get the fund balance back up would be substantial. If you have small increases that compound, you can avoid the large increase later.

President Wallace stated he understands that, he would rather keep money in residents' pockets during a time of high inflation and work back up to those increases when we are not seeing inflation this high and residents can absorb an increase easier.

Mr. Dowden stated if there was no increase, our ending fund balance would be just over \$5 million. In 2024-2025, if we increased 4%, our balance would be down to right around \$3 million. If we did 4% for two years after we would be below the fund balance.

President Wallace stated he just wanted to see if there is a way to reduce increases now, not necessarily a year from now, if inflation is lower.

Trustee Hopkins agreed and stated we have money in the general fund and can borrow to the water fund if necessary.

Mr. Dowden stated we have other capital projects the general fund will be going towards as well. With a bill of 6,000 gallons, the increase to the water bill would be \$2.94. With no increase to the sewer rate that would be a 3% increase to Cook County and 2.4% increase to DuPage.

Trustee Hopkins stated when we discussed transitioning to Lake Michigan water, Burke Engineering gave us a proposal about the rate increase and user fees.

Mr. Dowden stated we raised rates 20% in 2017 just to get up closer to where we should have been since rates were froze for 5 years. Burke proposed that rates would double and that was just for the Lake Michigan transition. Our rates were up about 85% through 2019 when we transitioned. In 2023, we would still be under that proposed amount.

Trustee Suwanski confirmed that was mainly for the infrastructure for the water system.

Mr. Dowden stated that was correct and current increases are to pay for the meter change out program and pay for the water main replacement program. Back in 2006/2007 we issued bonds for the meter change out program. In a roundabout way we are still paying for those. Now we are using rates to pay for the change outs.

Trustee Gandsey thought a 10% increase would hit people harder.

Trustee LaPorte liked the recommendation from staff. If DuPage is raising the water rate 4% we should at least meet that.

Mr. Dowden stated their rate is increasing 4%. In the water fund 37% is for debt service and capital improvements. Operating costs are 63% or \$8 per 1,000 gallons. Out of that \$8, the DuPage Water Commission is \$5.39 or 69%. There is not a lot on top of that as far as our operating costs.



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Trustee LaPorte stated he agreed with the mayors point, but didn't know if now was the time to do that.

President Wallace stated he didn't agree with our fund balances being double the limit for two years while raising rates.

Mr. Dowden stated that money is spoken for in the near term within the capital improvement plan.

Public Works Director Dan Dinges stated the big portion is the \$6 million meter change out which is being spread out over 4 years. You see a reserve now, but it goes down quick. We have the water main replacement program that we talked about. We averaged \$1 million per year which will now be \$2 million every other year. That number needs to be going up and not down if we want to catch up on some of the water main breaks we have been experiencing. We also have the Stearns Rd. project we just warded and a water tower in the future. Those are some of the big projects in the 5-year plan still needing to be completed.

Chairman Hopkins asked what would happen if we didn't approve the water tower and how would the residents see an impact.

Mr. Dinges stated you have to have reserve with the Water Commission. We have it, but it is more of having enough in case you have a major event like the fire we had in the business park. You want to be able to be sure you can deal with that situation and provide to everyone else. If that was in the middle of summer in a hot dry period, that would have been scary. It happened in February and water demand was low so there was no issue. That is a time where a new water tower would help a lot.

President Wallace asked if we ever got paid for the bill we sent them for the fire.

Ms. Schumacher stated we have not and we are following up with it.

Trustee Hopkins stated we can put a lien on the property or make whoever connects to the water pay for it before we turn on the water.

Trustee Suwanski asked if their insurance is paying for it.

Ms. Schumacher stated that is who we are pursuing.

Trustee Hopkins asked if there are any infrastructure projects we could cut back on to lessen the burden on the residents.

Mr. Dinges stated it is mostly for water main replacement so we can defer those.

Trustee Suwanski confirmed that it won't be in the budget until 2025.

Mr. Dinges stated that is correct. If we push that back, we would probably push back the road resurfacing project. The water tower is likely pushed back now anyway because steel prices are still very high.



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Mr. Dowden stated staff is proposing a 4% increase unless asked about going lower or pushing it back.

Trustee Hopkins asked Mr. Dowden to explain why the sewer rate was not increasing.

Mr. Dowden stated the main reason for the sewer rate increase was to pay for the IEPA loan for the wastewater treatment plant. The IEPA loans start when the project is substantially completed and since that has been delayed, the first payment date of about \$2 million dollars is put off. We have already ramped up rates which is why we are accumulating a surplus in the sewer fund, but we will be using that balance as soon as that \$2 million dollars a year starts kicking in.

Trustee Hopkins stated so we are not asking for more money in the sewer fund because we do not need more currently.

President Wallace stated he would like to see a graph where we raise it 2% this year, 3% the year after and 4% the year after.

Trustee Deyne asked what the increase means to the average household.

Mr. Dowden stated it is \$2.94 on a bill for 6,000 gallons. In Cook County that's about a 3% increase.

President Wallace stated if we have this discussion again next year and the projected fund balances are still far over the maximum, he will be very irritated.

Mr. Dowden stated they will be up for a couple of years because we are not doing the main program.

President Wallace stated the point is do we have to raise it this year instead of starting with 4% next year. I can see the fund balance in 2026-2027 would be quite low, but there has to be a happy medium here. He gets what Mr. Dowden is saying, but he would like to figure out a way to get the money we need for our projects, but delay it a little bit due to inflation.

Mr. Dowden stated we do not have a revenue source for storm water and when the Rebuild Illinois money is used up so now we are reliant on MFT money which is only \$1.6 million per year which will not cover our annual streets program and we do not have any source of revenue for storm water and we have significant projects in our program for storm water. We could do 3% and see where we are next year.

President Wallace stated if we can move anything out into the future without it being a major impact to the village operating, why wouldn't we.

Ms. Schumacher stated she doesn't think we would get in trouble if we do 3%. She didn't think we would get to a point where we were 10% in the hole. We will have the 4% increase from DuPage Water, so we will need to look at that every year, but 3% shouldn't put us in that hole and it addresses your concerns.



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Mr. Hopkins stated he knows we have talked about redesigning our bill to show what our capital projects are so the residents know what we are spending the money on.

Mr. Dowden mentioned the link to our capital project story map on the website.

**FINANCE & GOLF COMMITTEE, CHAIRMAN DEYNE**

**2023-2024 Proposed Operating Budget Review (Admin., Public Works, Finance, Central Services)**

**Administration**

Sr. Management Analyst Samuel Hughes presented the highlights for the year.

There were no personnel or capital expenditures. The conferences are unchanged from the previous years, but we have added \$10,000 to the goal setting workshop line item which we do in off years. As mentioned, the Administration department budget is up 13% this year, but nearly 75% of that is coming from the economic incentive line item which is up \$203,000. That comes directly from the sale tax rebates from More Brewing, Aldi, and the auto mall. In the subscriptions line item, you will see a decrease of 50% last year as we eliminated a local government news subscription, but this year it is proposed to increase about \$1,200 for the addition of Constant Contact. This is an electronic newsletter that would compliment our current Bartletter and provide more timely information. With the Bartletter coming out every 2 months, we can provide more timeline updates for our residents. The office supplies budget also sees an addition of \$1,400 for the PIO position. In looking at page 19, the community relations budget is up a bit with the addition for enhanced community events. The \$8,000 in there from Oktoberfest last year has been included this year as well. Arts in Bartlett's request is up about \$1,500.

Trustee Gandsey asked if we plan to get rid of the paper newsletter when we get Constant Contact.

Mr. Hughes stated we could certainly email the Bartletter out, but we would keep the paper copy as well. In the recent survey we did, the Bartletter was still a popular option.

Assistant Village Administrator Scott Skrycki stated the Bartletter is a bulk mailing through the U.S. Postal Service so having people opt in and out would be difficult.

Trustee Suwanski asked when the next strategic plan would be.

Ms. Schumacher stated if you recall when we met in January we were talking about the third year of the plan so we would need to do the next 3 years and we usually do that in January and February 2024.

Trustee Suwanski confirmed that the only changes from the professional development section was the additional one consultant.

Mr. Hughes stated yes, everything else was mainly the same as last year.



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Trustee Suwanski asked if we need the consultants.

Ms. Schumacher stated we have a three-year cycle and she doesn't think we need one in years 2 and 3, but she thinks its nice to have someone facilitate the conversation when looking to restructure the whole thing. It is up to the board if we want to have it facilitated, but it brings a different dynamic.

Trustee Gandsey asked how we choose consultants.

Ms. Schumacher stated we have had the same consultant for about 19 years, through NIU. There was a period where we had a different consultant every 2-3 years, but NIU is probably the cheapest, but there are a number of consultants out there so it wouldn't be hard to find someone else or not at all.

President Wallace stated he thinks it is good to have a facilitator.

### **Public Works**

Public Works Director Dan Dinges presented the highlights for the year.

Moving on to Capital projects, the first two items, which are three trucks were already ordered and approved, but we likely won't receive them until 2024. We did include two additional plow trucks and a small truck which probably won't be in until 2025. Item #5 is a vehicle lift from 1985. It is failing inspections and we are proposing to replace it. We have furnaces in the garage that the lift is located that need to be replaced as well. Item #7 is a lift storage bin that allows us to store gravel, and keep the rain off of it to keep it from hardening together in the winter. The last item is a manhole inspection camera that all three divisions would benefit from. If we can avoid a person going into a manhole we would prefer it and this would help with that because we can drop the camera in and do an inspection.

Trustee Suwanski confirmed that our current sand and gravel is exposed.

Mr. Dinges stated we have a sludge storage bin where we store sludge, but when it is empty, we put our top soil in there. If we had an additional location we wouldn't have to worry as much about coordinating when sludge will be there.

Mr. Dinges continued with the highlights for the water department. There are no major changes in the water department besides the addition of one vehicle and increases to chemical prices.

Trustee LaPorte asked what the resident assistance program was.

Mr. Dinges stated we have a lead service replacement program where residents that have a lead service and we are not doing any work there, we have a cost sharing program where they can get rid of their lead service and cover part of the cost. We estimate there are about 200-250 lead services.





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Ms. Schumacher stated the timetable for that has been determined by the state and when we had the meeting with DuPage Mayors and Managers last week with Representative Hirschauer, we made sure to point out regarding police training, lead service replacement, etc. which are good things, but they cost money and they demand that we do it on their time table yet they are chipping away at LGDF. We made the point that the balance sheet needs to get more balanced.

President Wallace asked how long we need to continue the radium treatments for these wells.

Mr. Dinges stated he believes until 2026. We have two to three years before the contracts are due. We would eliminate the well by Kent Circle. The Stearns Rd. well would be an emergency backup. They are looking at what they can do on the shorter term to make sure we have an emergency backup.

Trustee Suwanski asked if we have loans and we make payments on the loans, the principal generally goes down, so she is curious why we are requesting more for the IEPA principal on pg. 26.

Mr. Dowden stated it is a flat payment so as the interest goes down, the principal goes up.

Assistant Public Works Director Tyler Isham outlined the highlights for the sewer department.

There were no personnel requests. Looking at capital projects, the first is an influent pump and grinder to help protect the equipment that will be going in upstream. With this, when flows go over the design, which will happen more regularly with the additional Cook County flow coming, these will serve as a backup to break up anything solid. It is protecting our bigger investment of the whole plant upgrade. The utility vehicle being requested is replacing the 15 year-old vehicle we currently have. Professional development and associations are all the same. The only things that have increased are overtime salaries, based on past actuals and having to run equipment longer. Our chemical costs are also increasing.

### **Professional Services**

Assistant Finance Director Matt Coulter presented the professional services budget.

Trustee Suwanski asked if the social worker from part time to full time was in the police budget.

Ms. Schumacher stated the social worker is out of the police budget but her payment is paid out of this budget because she is a professional contractor.

### **Finance**

Mr. Dowden began presenting the finance departments budget.

They are looking to add one-person full time for an IT helpdesk position.

Trustee Gandsey asked about moving the village to Teams for phones and if the new IT person would be working on things like that.



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IT Coordinator Chris Hostetler stated as GIS has matured, we have a lot more for them to do, so we want to move the person that is currently half GIS and half IT to full GIS. The second reason for adding another person is to help police. They have lots of different systems and squad cars etc.

Trustee Gandsey asked about changing the phone system over to Teams.

Mr. Hostetler stated yes, eventually we could move in that direction. Office 365 is probably the biggest jump in technology the village has done in the last 22 years. It has an opportunity to really make some good changes for us. We will be looking into the phones in the future. There is definitely reasons to do it for collaboration as well.

Mr. Dowden stated we use investment managers that make sure the banks we have money in are healthy banks and they do analyze them each year. Most of our money is under the \$250,000 FDIC limit or covered by letters of credit and they are monitored monthly. We have not had any trouble with poor banks. There is no capital requests and professional development is standard from last year. There is not a lot that has changed. Employee contributions to retirement is down this year because of the good stock market year. Our contribution rate reduced significantly, but that may be going the other way after this last year. The postage line is also down. About \$16,000 of that is the Bartletter.

Chairman Gunsteen asked if we have seen a reduction in postage due to less water bills being mailed out.

Mr. Dowden stated that gets split between the water and sewer fund. We have about 750-800 email bills per month. We are machine read postage so it is about .40 cents. As our postage increases, our number of emailed water bills increases, so we are not seeing too much of a decrease, but it is not increasing as our rates go up, either.

Chairman Gunsteen wants people to opt in to the mailed bill and have the emailed bill be automatic.

Mr. Dowden stated we do not have emails for most of our residents, so that may be difficult.

Ms. Schumacher stated we should be a little more conscious of our seniors who do want to pay in person. There will eventually be a tipping point, but we are not there yet.

### **Central Services**

Mr. Hostetler stated we are looking to add an entry level person in the position of Help Desk Level #1. The reason we want an entry level person is because we want to build on the succession planning and it takes some time to learn and be proficient in all of the programs we use at the village and many times transfers from the private sector are not using the same programs so the skills do not always directly transfer. It takes time to train someone and get them up to speed, especially when it comes to police.



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Looking at the capital items, the first item is a next generation firewall which protects us. Maintenance agreements are coming to an end and the way they price things, its cheaper to get new hardware and a new three-year agreement then renew our current agreement. Item #2 is a continuation of replacement of older desktops and laptops which we do every 4 years. #3 is conference room improvements. The days of everyone sitting in one room and reviewing paper documents are long gone. Today, almost every meeting is a hybrid meeting where at least some people present and some people remote and you are reviewing electronic documents. We are looking to add a lot of technological upgrades throughout the conference rooms.

Trustee Gandsey asked what upgrades we were looking at.

Mr. Hostetler stated we are looking at a camera system where you can have a Team's meeting, smart displays and have them in each room so we are not dragging tv's and from room to room and trying to gather enough laptops in order to have more than one meeting at a time.

Item #4 is new copiers in records and administration offices. They are both over 6 years old and are breaking down more. #5 are authentication tokens which allow you to have secondary authentication on top of user names and passwords. The NFA makes it much more difficult for someone to get into our system even if they have your user name and password because they still need the fiscal item. #6 is an internal detection system. It is something that helps monitor traffic outbound to see if we have any virus that came into our network. Item #7 is an iPad refresh. Apple doesn't support them forever, so we are looking to refresh these older ones. Item #8 is a replacement plotter. We have one plotter that the police and village hall use for maps or the museum events.

There really is not any big changes in training or associations. The biggest change in our line item detail is the addition of Microsoft licensing. We are probably one of the few organizations that haven't switched to Office 365. Times have been tough since 2008 and we have always tried to cut where possible, but it is about time to make this leap and it will also add some security and resiliency and allow us to move our files to a share point so people who are not at their desk can access their files.

Chairman Gandsey asked if it made sense to buy desk top computers.

Mr. Hostetler stated for security reasons, when people work from home, we make them remote into their desktop for security purposes. We prevent them from creating connection from their network to ours.

Ms. Schumacher stated that Mr. Hostetler recently applied for a grant to help cover some of these security measures and office 365. There are some other great items like Microsoft Planner that allows a department to create projects and assign task to employees and they have due dates which makes it easier to track projects and know who is working on what.

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.



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ROLL CALL VOTE TO ADJOURN

AYES: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski  
NAYS: None  
ABSENT: None  
MOTION CARRIED

The meeting was adjourned at 9:03 p.m.

Samuel Hughes  
Deputy Village Clerk