



VILLAGE OF BARTLETT COMMITTEE MINUTES August 15, 2023

CALL TO ORDER

President Wallace called the Committee of the Whole meeting of August 15, 2023 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:29 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, Sr. Management Analyst Samuel Hughes, Finance Director Todd Dowden, Public Works Director Dan Dinges, Assistant Public Works Director Tyler Isham, Public Works Engineer Bob Allen, Planning and Development Director Kristy Stone, Golf Professional Paul Galvan, Police Chief Geoff Pretkelis, Deputy Chief Durbin, Deputy Chief Naydenoff, Village Attorney Kurt Asprooth and Village Clerk Lorna Gilles.

BUILDING AND ZONING COMMITTEE, CHAIRMAN GUNSTEEN **Short Term Home Rentals**

Chairman Gunsteen introduced the item.

Planning and Development Services Director Kristy Stone stated short term rentals is a new use that our 1978 Zoning Ordinance did not anticipate. We have surveyed communities around us to see how they are handling it and if they have updated their ordinances. Some towns consider it a permitted use, some prohibit it, some have adopted ordinances prohibiting it and others have decided to allow it provided you have some additional considerations on it as more of a licensing regulation. As Trustee Gunsteen stated we have about five we were able to find on the popular websites. The village has received complaints about one of them. The complaints we received were after the fact so we cannot verify any of the complaints. They said there were parties, overnight parking etc. The police department has not had any parking tickets written around those properties. We wanted to get some direction from the board on if we should leave things the way they are or if the board wants to make changes.

Chairman Deyne asked what years the complaints were made.

Ms. Stone stated they are all from this year.

Chairman Gunsteen asked what type of complaints there were.

Ms. Stone stated the complaints were regarding parking.



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Chairman Suwanski stated her original concern was if we could address this topic and see if we had anything in our code about it and if staff was able to determine if there were any issues which they did. She didn't think there was enough issues with this to make it a problem.

Chairman Gunsteen agreed. We issue parking tickets and noise disturbance tickets already so if a young group rent it for a weekend and they were too loud, they would get a ticket.

Chairman Hopkins stated we should at least make them get a business license to make sure we know where they are. He doesn't think doing inspections is necessary, but they are operating a business so they should pull a license.

President Wallace stated he is not sure he agrees with that, because when you rent you need a credit card and you are putting all your information in there and including your phone number so if we really have an incident, we can contact whoever is renting it.

Chairman Hopkins asked if we could find that information.

Chief Pretkelis stated we may need to get a subpoena to get that information from the company.

President Wallace stated that there would be someone responsible since they have their credit card. He thought it is too early to require a business license for an Airbnb.

Chairman Gunsteen stated the utilities do not switch for Airbnb rentals either.

Chairman Hopkins stated you will not have the contact information for the homeowners, and it could take a while to contact them, but he agreed that it is only 5 houses.

Ms. Stone stated we would have their contact information from water billing if the police had to contact the homeowner.

President Wallace asked if there was a way to make money off it.

Ms. Stone stated there are some that have a hotel/motel tax.

Chairman Deyne asked if we have any idea why people are renting their homes in town.

Ms. Stone stated for two of them that were advertised it's just renting out a room, not the whole house. Winfield has a lot of people that rent out houses when someone is in the hospital. There. The one police report we had they were renting out the house to film some social media videos.

Chairman LaPorte appreciated having this information on file.

President Wallace stated if we have incidents at Airbnb's being rented out, can we have that brought to our attention before someone complains.

Staff will continue to monitor the short term rentals in town for complaints and issues.



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FINANCE COMMITTEE, CHAIRMAN LAPORTE **IT Position Cost Analysis**

Chairman LaPorte introduced the item.

Human Resources Director Janelle Terrance stated we looked at the cost of hiring a full-time employee which would come to a salary of \$62,338 and an additionally budgeted amount of \$21,930 per year per employee for benefits for a total of \$84,271. That would be the cost to hire us a person at that hourly rate. Chris contacted Sierra Group which quoted a rate of anywhere from \$42 per hour to \$50 per hour. If we calculate based off the \$42 per hour it would be \$87,360 per year. Heartland contracted employees would be \$105 per hour. The benefits of hiring a full-time staff member are numerous. You can look at our staff and see that many of us have been here a long time. The board always looks to us to build our bench so bringing in an entry level employee to this position would help us do that. They would be invested and committed to this organization because they may have a long-term growth opportunity. It also provides us stability and continuity as well. The police department alone requires so much continuity in services because of the technology that they use; the in-car laptops, the Ipads, body cams we will have, etc. If we hire a contracted employee, they may not stay with us. Many times, they leave after their 1-year assignment is up. They would also be integrated into our culture. Our former help desk person built a great rapport with our staff and helped people feel comfortable. Chris and John do a great job with our staff, but at the hire level, their tasks are often working on more complex issues. We are looking for a help desk person to work on iPads, laptops, etc. We see more benefit of brining on a full-time staff member, but we wanted to present all the facts per your request.

Chairman Gandsey asked how the higher level positions will change by adding this help desk person.

Ms. Terrance stated they wont. Right now, it has been difficult since we rolled out Office 365 as well. They are continuing to work on the complex issues, but the help desk is really going to take on those more basic issues.

IT Coordinator, Chris Hostetler stated that we had two full-time GIS employees at once time and when we had to refill that position, we made it part-time, IT Tech and Part-time GIS Tech because we were hurting so much for GIS help. What we came to realize with our success with GIS was that we really needed two full-time GIS people. Rather than trying to get our hybrid position to be one or the other, we moved that person to GIS. Our GIS lead, Steve Spradling recently left as well, so we were somewhat forced to move her to GIS and backfill the position. Now we are down half time IT person and he felt like we were already down a half time position when they were part-time GIS. We do a pretty good job of managing the myriad systems we have, but one of the things we struggle with is supporting the police department. We work normal business hours which leaves the police department's night shift having to call us. We would like to hire this part-time position to eventually work a shift that covers part of that nighttime shift which will be good for them to have someone there physically in person. A lot of the work we do with the police department is physical. We go out to the cars and troubleshoot issues. The other space we could use some help with is in-house training of staff. Especially now with Office 365 there are so many



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tools and ways to collaborate and we are struggling with how to train people to really make use of it. The reason we are looking for an entry level person is because a lot of the things, particularly in the police department are not things you will encounter in the private sector. You will not see that hardware or software in the private sector. Even if you come in with some IT skills, you still have to learn all those systems. Ricci has been here 4-5 years and it took her a good 2-2.5 years to really become someone that could just go and take care of any issue. When you are training a new person, it takes Chris and John's time to help them learn. He wants to get the person for less money and they are less likely to leave because we have a good work environment and there is a career path.

President Wallace stated it makes sense to him.

Chairman LaPorte asked about the salary.

Ms. Terrance stated every year she runs a comparable study with surrounding communities and it's a list of 15 communities. We also look at internal comparability as well and that's where we found it to be most accurate.

President Wallace asked about the requirements.

Mr. Hostetler stated no, these are people that take technical training on their own or at community college. We also test people when we hire them to see what their aptitude is. We can train them on everything if they have the right personality and aptitude.

Chairman Deyne moved to adjourn the Committee of the Whole meeting and that 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 7:50 p.m.

Samuel Hughes
Deputy Village Clerk