



VILLAGE OF BARTLETT COMMITTEE MINUTES March 05, 2024

1. CALL TO ORDER

President Wallace called the Committee of the Whole meeting of March 05, 2024 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:05 p.m.

2. 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, Human Resources Director Janelle Terrance, Finance Director Todd Dowden, Assistant Finance Director Matt Coulter, Public Works Director Dan Dinges, Assistant Public Works Director Tyler Isham, Civic Engineer Nick Talerico, Planning and Development Director Kristy Stone, Head Golf Professional Phil Lenz, Grounds Superintendent Matt Giermak, Police Chief Geoff Pretkelis, Village Attorney Kurt Asprooth and Village Clerk Lorna Giles.

3. TOWN HALL: None

4. STANDING COMMITTEE REPORTS

A. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY

1. Maryville Community Residence

Maryville Academy submitted a development application for 12.7-acre parcel that they have under contract to purchase which was originally part of the Immaculata Development (also known as Clare Oaks). The petitioner would like to convert the building formerly used as the Clare Oaks model sales office into a community residence to house up to 6 persons at a time that are transitioning from the State's guardianship.

The petitioner's request are as follows:

- Preliminary/Final Plat of Subdivision
- Amendment to the Planned Unit Development to add community residences to the list of Special Uses
- Special Use Permit to allow a community residence
- Text Amendment to modify the definition of a community residence
- Final Site/PUD Plan

Planning and Development Director Kristy Stone stated that Maryville Academy is looking at purchasing 12.7 acres on the east side of the Clare Oaks development at the southwest corner of West Bartlett and South Devon. Originally, the Immaculata development had four sub areas and the area they are looking to purchase is part of sub area C&D. The original PUD plan showed additional duplexes at the south east



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corner of the site they are looking to purchase as well as for the future Bartlett Learning Center. Those developments have not occurred so they are looking to purchase the property and create a plat of subdivision which would also grant a permanent access easement for the private drive. The site plan would be the existing red building on West Bartlett Road and would just be a conversion of the inside. The existing parking lot would remain. The existing parking lot for Clare Oaks is still on that property. Clare Oaks has adequate parking on what is remaining on their site. For a community residence, in our zoning ordinance, we do not allow another community residence within 1,200 feet. They cannot build additional buildings on this site. This requires a public hearing that would be held before the Planning and Zoning Commission.

Chairman Gunsteen asked if there were plans to expand and the answer was “no”. He asked why they are tying up all twelve acres for a single house.

Ms. Stone stated that there are other uses that could be built on this property in the future. This is what Clare Oaks has told them they want to sell off. The detention for Clare Oaks is on this site. They would still have the option to further subdivide this property in the future and come back before the board if they want to do any future developments or any of the other uses such as townhomes, offices, things of that nature.

Chairman Hopkins asked if the detention was on their property, who is responsible to maintain this.

Ms. Stone stated that this is what they are working out. Right now, Clare Oaks is responsible for the subdivision per the existing easement restrictions that are on that lot. She stated that these provisions are recorded and therefore enforceable.

Chairman Deyne asked what it meant that this will house persons from state guardianship.

Attorney John George who represents Maryville Academy stated that Executive Director Catherine Ryan from Maryville accompanies him and could answer the question.

Executive Director Catherine Ryan stated that Administrator Evelyn Smith is with her and is the administrator for the campus. She stated that Bartlett has welcomed them for over thirty years on the Eisenberg Campus. For this particular program they have one home on the campus for young ladies with cognitive delay who are in the legal custody of DCFS. When they complete that program, DCFS does not have places for them to go to help prepare them for more transitional living. Their plan for this house would be that six of these young ladies live in this house and learn those community skills. They originally arranged with the Sister’s of St. Joseph to purchase just the house, parking lot and the area around it. They asked them to buy the entire parcel. They have no need for it or any plans for it. They asked them to buy it as a package because they wanted to finish that particular piece.

Chairman Suwanski thanked her for the work that they do. She asked if they have current transitional facilities at the existing campus or are they just looking to move them to a new location.



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Ms. Ryan stated that the programs they have now are what they call group homes. They are more structured for the young ladies and they are going to school. They would like to help them with the next step after completing school to get jobs or skills in the community.

Ms. Smith (at campus for 33 years) stated that these would be young ladies that would transition from them and learn these independent living skills to eventually go to the Department of Human Services where they can live for the rest of their lives. The typical ages are 18-21.

Chairman Suwanski asked if a Special Use Permit was issued, would that open the door for other Special Use Permits in the future that they would have a hard time denying if they wanted to.

Attorney Kurt Asprooth explained that this is part of a PUD. They are seeking to amend the PUD to add a Special Use. If they want to add any other uses that are not allowed in that PUD, they would have to go through the same process again. There would be another public hearing, this board would see it at the committee level and back to the board. They are not allowed to add additional transitional homes. They can ask for a change in the code but the board always has the discretion to say yes or no.

President Wallace stated that this originally was intended to be all residential on that corner.

Ms. Stone stated that that corner was supposed to be a mix of office uses (medical, dental, optometrists, etc.) and residential was an option. They could also do townhomes or assisted and independent living units as well.

President Wallace asked how much of the twelve acres was buildable.

Ms. Stone stated that the site plan was almost everything north. The detention area must remain for the Clare Oaks development. There are some wetlands to the south of the access road as well as a conservation easement along the perimeter to keep the trees as well. There was a plan for five additional duplex buildings that was approved for Clare Oaks and this was going to be their educational facility.

President Wallace asked what Clare Oaks uses this purchased parking lot for.

Ms. Stone stated that it is for their staff. They talked to the applicant to make sure there is an agreement in place for the shared parking.

President Wallace stated that he would personally rather see this change into residential or commercial. He asked the chief how many calls they get for Maryville Academy.

Police Chief Geoff Pretkelis stated that since the beginning of January they have had twenty-one calls for service. In 2023, they had a total of 82 calls for service. Those calls range from anything having to do with citizen assist to dealing with missing individuals, ambulance assists and other types of calls for service.

President Wallace stated that when the residents wander, that is a significant amount of police time trying to figure out where they went and what is going on.



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Chief Pretkelis stated that they are mandated to report them to the police and they are entered into their system as a missing person. Depending on the cases, they can assign it for further follow-up. If they do return home, Maryville is required to let the police know so they can close them out as a missing individual.

President Wallace stated that over the last ten years he has been privy to the amount of police time that is spent at the existing campus, he would not be in favor of expanding that campus even though he does think that it is a great service and well needed. In this particular location, they have very few frontage roads left, especially this high profile of a frontage road. He would not want to have a transition area home there.

Chairman Gunsteen asked why they selected this house on such a major roadway for a transition home versus the rest of the campus that is tucked back 800-900 yards back.

Ms. Smith stated that this particular building will work extremely well because these are individuals who could get on the train and go to other locations and actually work. These are individuals independent enough that when they move away from them, they can have jobs and possibly go to Hanover Park or downtown and get a job and actually work. These are the skills that they are working with them to learn and it is close to the train station.

Chairman Suwanski asked President Wallace if he would be in favor of the one piece being sold instead of the twelve-acre parcel.

President Wallace stated not at that location. He thought it was too attractive for a builder when they start running out of room on the west side of Bartlett for someone to put in townhomes or something else.

Chairman Gandsey asked where the residents go now after they age out.

Ms. Smith stated that they go into SILA programs, community integrated living arrangements and occasionally some are able to return home to families. On occasion they have some go into foster care.

Chairman Gunsteen stated that he agrees with President Wallace because he lived in the neighborhood next to Maryville. There was a lot of traffic in and out of the woods and around the tree line where people were walking off campus. One of his concerns was that it is on a main street.

Chairman Suwanski asked which individuals are leaving.

Ms. Smith stated that the other group of kids that can leave the campus are young girls stepping down from juvenile justice. They also have a pregnant parenting program on campus. These are kids that are much higher functioning than this particular population that would be leaving the campus.

Chairman Gunsteen asked how many other transitional homes of this nature do they currently have.



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Ms. Smith stated that they do not have another TLP program at all. This is the first.

Chairman LaPorte asked if there was enough room on the existing property where they could build a transitional house and keep everything on the campus.

Ms. Smith stated that there was room.

President Wallace stated that he has a little bit of history on how many police resources are used. He couldn't see this same type of thing at this facility right on West Bartlett Road.

Chairman Gunsteen stated that this house has been vacant for fifty or sixty years and there never was a for sale sign out there so no developer has ever looked at it.

Chairman Gandsey said that they have had other discussions where the board has said that they are running out of desirable spots to build. This will be many acres with nothing else on it.

Chairman LaPorte stated that it goes against the Strategic Plan. We are trying to develop the downtown area for office and retail.

Chairman Deyne stated that it is fine to move it to the Planning and Zoning Commission and maybe there would be a little bit more information. Right now, he does not promote this program.

Trustee LaPorte agreed.

Chairman Gunsteen stated that he does not see the support from the board but they are more than welcome to move this on to the Planning and Zoning Commission or provide more information and bring it back to the board and that may change the minds across the board. He thought what they do in Bartlett was just amazing.

Attorney John George stated that they would like to go on to the Planning and Zoning Commission so they could discuss the detail on their proposal.

2. Shelby's Special Use Permit

Chairman Gunsteen stated that Shelby's video gaming cafe is looking to move into a smaller leased space within the Brewster Creek Shopping Center. The Special Use Permit to allow the video gaming café to serve beer and wine was granted to the previous address (801 S. Route 59) and is not transferrable. Therefore, the petitioner is requesting a Special Use Permit to allow a video gaming cafe to serve beer and wine at 867 S. Route 59.

There were no comments and the item was moved to the Planning and Zoning Commission for a Public Hearing.



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B. FINANCE COMMITTEE, CHAIRMAN LAPORTE

1. 2024-25 Proposed Operating Budget Review

Streets Department

Assistant Public Works Director Tyler Isham stated that through the Illinois Public Works Mutual Aid Network (IPWMAN) network they were able to assist our neighbors in Streamwood and Roselle when they were hit by the large storms and tornadoes that we luckily missed. It is beneficial to help our neighbors out because if it ever happens to us, they would be more likely to help us. We also learn more when these natural disasters hit how best to recover. Tree trimming was finished throughout the town and they got through all 15,000 parkway trees (2,000 done in this year). It should make the whole process quicker in the future and with those improved efficiencies, the work orders are down due to their increase in tree trimming and increase in concrete replacement. The columbarium was installed and we have twenty-four spots sold from the total of 80.

President Wallace asked if there was room for additional columbarium's.

Mr. Isham stated that there is a lot of room.

Chairman LaPorte asked if we were marketing it or if it was just word-of-mouth.

Public Works Director Dan Dinges stated that they have been talking to the funeral homes. They have not done a lot of advertising but have sold about a quarter of them.

President Wallace asked about the cost as compared to a burial site.

Streets Supervisor Mike Warmus stated that the columbarium niches are \$1,500, the ossuary sites are \$700 and cemetery plots are \$1,200 each plus the cost of open/close and engraving.

Mr. Isham stated that the Streets budget was up 5% due to the Streets budget coming out of the general fund. Four large dump trucks and a brush truck were approved in last year's budget and we are still awaiting delivery. New requests for vehicles are 2 more large dump trucks with plows, one combination plow and pusher and 1-ton pickup truck - they will be in the queue for future delivery. Item 6 is an anti-ice skid unit which has helped them immensely by saving on salt usage (cut down by 50%). Instead of using salt, they are using more liquid and is better budgetarily as well as environmentally. They can do the town in two days and this addition will help them to do it much quicker and more effectively. Security cameras for the building and a GPS unit for engineer and crews to locate utilities more accurately.

Chairman Suwanski asked what the anti-ice skid unit did.

Mr. Isham stated that instead of using the rock salt, they create their own brine which is salt, water and a mixture of other chemicals that is sprayed on the roads. It allows them to save on salt and is just as effective if not more.



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Chairman Suwanski asked what the life span is of this unit. What will it save us on salt.

Mr. Warmus stated that this is the third year of using the brine mixture and he would guess that the unit will last 20-25 years. They were able to save salt usage by 50%. The brine mixture is gentle on roadways.

Mr. Isham stated that the liquid stays on the road and does not bounce into the grass.

Chairman LaPorte stated that the brine mixture is less expensive to create than the rock salt.

Mr. Dinges stated that the brine solution gives them time before the snow event. It delays or prevents them from having to respond because that salt is already on the roadway and the snow never attaches.

Mr. Isham spoke about the event last week that was a quick snow burst and because of the brine solution they did not have to plow. It has definitely been a benefit and they feel they could get twice as much done if they had a second unit.

Chairman Gunsteen stated that they have talked about the new trucks having stainless steel frames and components. He would like to see the vehicle replacement justification page amended to reflect the new lifespan of these vehicles.

Chairman LaPorte asked them to space out these purchases so they don't have to replace three trucks all at one time.

Chairman Gunsteen asked what the lead time was for the trucks ordered in 2022.

Mr. Isham stated that they hope to get those in May of 2025.

President Wallace asked if there was an access gate to get into the public works facility.

Mr. Isham stated that there is a gate to the treatment plant and garage but not the Admin. offices.

Village Administrator Paula Schumacher stated that they had some vandalism out there. They had an incident where they had a nonviolent person wander his way through the village hall and that prompted them to take a look at the security of all of our facilities. Throughout the budget there will be mirrors or cameras or card readers that we are beefing up our buildings with.

Mr. Isham stated that there were no changes in professional development or professional association. He stated that equipment rentals were up due to Fourth of July rentals and roadway weather information systems. Bike path and sidewalk replacements increased due to the downtown sidewalk and Town Center improvements. Tree and landscaping maintenance increased due to Metra expansion in Rockford.

Ms. Schumacher stated that Metra recently notified them of their expansion out to Rockford. It will have implications for our split platform layout.



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Mr. Dinges stated that they recently met with Metra to discuss the Rockford service and how it affects Bartlett and Elgin. The area between Oak and Western is a prime location for a switchover because Rockford will have limited stops on the way to the city. They want to be able to switch between the north and south track between freight and commuters. The platform on the north side that is currently between Oak and Western will be moved across from the station. We will no longer be a split platform. The platform will be on the north and south side right at the station. It does not make sense to do landscape work on the north side of the tracks until they get done with that work which is scheduled for 2026-27. When that work gets done they would look at doing landscape and sidewalk enhancements on the north side of the tracks. Metra gave us a \$150,000 grant for this work and we are looking to do it from the depot museum all the way to the Metra station. They would redo all the landscape and sidewalk along that stretch as part of the Metra grant.

Chairman Gunsteen reiterated that they will eliminate the stop in front of the depot (something we have wanted for a long time).

President Wallace stated that maybe we could talk them into going all the way down to Western with the improvements.

Chairman Gandsey asked if it would include the fountain.

Mr. Isham stated that those two projects are split. They would hope to have the same contractor do both.

President Wallace asked how they come up with the \$415,000.

Mr. Dinges stated that it was estimates from the landscape architect. Initially it was on the south side and the north side of the tracks. They are taking the north piece and putting it to the east section. They anticipate that dollar wise is it will be similar.

President Wallace asked about the sidewalk replacement going from \$400,000 to \$430,000 and now jumping up to \$600,000.

Ms. Schumacher stated that it is not just sidewalks. They are bringing a plan to the board to remove the fountain and redo the area that is ours at the Town Center.

Chairman Hopkins asked about any work being done on the sidewalks on the north side of the tracks by the train station.

Mr. Dinges stated that they would address any type of trip hazard but right now they do not anticipate doing any major work because Metra will be working on that side.

Chairman Hopkins asked for them to address the trip hazards since it will be a couple years out there.

Mr. Dinges stated that they have had crews going down Main Street addressing some of that.



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President Wallace stated that he does not understand how we can be up \$500,000 in two years in employee group insurance. It went from \$376,000 to \$445,800. Total personnel services went up \$500,000 in two years. He also saw that there were no additional employees.

Finance Director Todd Dowden stated that he would get him those details.

Chairman Gunsteen asked what the seven percent increase was.

Mr. Dowden stated that he knew they had a union agreement but that is not the whole thing. He stated that when they closed the Brewster Creek TIF, they were charging a portion of the village engineer, inspectors, public works director and planning & development salary and benefits. When they closed the TIF, those salary allocations came back to the general fund. That is part of the reason why we increased the levy by \$750,000. The money that was going towards the TIF covering our salaries in the TIF has moved back to the general fund and that is part of the increases in salaries.

Chairman Suwanski stated that she thought the increase in the levy was due to the police pensions.

Mr. Dowden stated that the general levy increased \$750,000 to capture the closing of the TIF. The EAV that moved from the TIF district to our general fund rose.

Chairman Suwanski asked about holding off on the landscape and sidewalks on the north side of the train station until all of the work is done and just doing it all at the same time.

Mr. Isham stated that Metra's funding assistance (\$150,000) has a dead stop at the end of 2025.

Ms. Schumacher stated that Metra is no longer giving out this kind of funding for municipal projects. This is their last one.

Chairman LaPorte stated that if we are going to use the brine system and that is going to save us money. Could we cut the budget from \$155,000 to maybe \$110,000.

Mr. Dinges stated realistically yes, but they have been a little nervous to do that since the last three winters have been very mild and we are due to be hit hard at some point. He preferred not to be in this position.

Mr. LaPorte asked how competitive are the snow plowing subcontractors. Do we evaluate them?

Mr. Dinges stated that we reach out to surrounding communities to see what the hourly rate is. We basically look at the average and select a rate. We contract out all the cul-de-sacs.

Chairman Gunsteen asked about the Storm Water Facilities Maintenance that went from \$116,000 to \$300,000 than \$777,341. He asked what constituted the need for a \$400,000 increase.



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Mr. Isham stated that stormwater does not have its own fund. In order to do those projects like the Munger Road Culvert Replacement or Country Creek, they have to be included in the operating budget. With those projects coming, it has caused an increase in their other ones on the horizon like Newport Culvert Replacement.

Mr. Dinges stated that the big one was Munger Road. Country Creek is the next big one coming along and that goes out the next several years. The next big project will be a multi-million dollar project. They are getting buy-in from the residents along that stretch and proceeding with engineering and the project. The project is \$8-\$9 million.

President Wallace asked if it makes sense to make a sidebar of the water/sewer fund as a part of that and start setting those funds aside instead of trying to throw it into the operating budget every year.

Mr. Dinges stated that it would not go to sewer or water. We show it in the capital budget but since we don't have a utility for it they have been putting it under the streets budget in stormwater category.

Chairman Gunsteen asked them to re-visit the \$755,000 and see what areas they can put off certain projects that are not one hundred percent necessary.

Mr. Dinges stated that the Munger Road project was not planned and was due to a failed pipe. We know that we have an issue out on Newport where the two ponds are. These numbers are starting to come into the Capital because they were not doing inspections of these culverts and they now realize that they need to do that. Part of the Country Creek project involves several culvert pipes under those roads. Right at that water line is where it is rusting and that is where it corrodes and collapses. They are evaluating them and ranking them and putting them into a program for replacement.

Mr. Isham stated that they look at that constantly and reevaluate and analyze every single project that they do.

Chairman LaPorte said to put something into the tickler file fifty years down the road so the board does not get hit with all of this infrastructure work at the same time.

Ms. Schumacher stated that this is what our GIS program does. It identifies, maps and ages our infrastructure so that we have that document.

Mr. Dinges stated that they are binding all of the culverts that are our responsibility and getting them into the GIS plan so we can do an annual inspection to catch them before they collapse.

Mr. Dinges spoke about the Country Creek issues then stated that you do not know it exists until you go into their backyards. There is a fifteen foot vertical drop off that affects thirty-two homes.

Mr. Isham stated that they continue to meet with additional properties.



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Parking

Mr. Isham stated that there were no changes.

Chairman Gunsteen stated that metered parking is going to change when Metra moves the platform.

Mr. Dinges stated that the parking around the water tower will all of a sudden become very popular.

Water

Mr. Dinges stated that they continue to work on the well house removals. The well house next to the barn will be demoed and parking will be added. They are also looking for grants for electric car charging stations to put there. The water meter change-out is on-going and they are about 20% complete. The good news is that they started in the old part of town where they suspected lead. The lead numbers seem to be lower than anticipated (closer to 100 than 200). The budget shows a 7% increase mainly because of the DuPage water increase and consumption.

Chairman Suwanski stated that she assumed they were pushing email since the postage numbers have gone up.

Mr. Dinges stated that he is trying to encourage electronic pay.

Chairman Gandsey asked why they can't opt in to get paper.

President Wallace stated that everyone should get a letter saying that the village will do 100% electronic billing unless you opt out of it.

Chairman Gunsteen stated that they talked about this and shouldn't there be an app where they can see their bill.

Ms. Schumacher stated that it is only for usage.

Mr. Dowden stated that they do not have an app for the billing at this time. He stated that one of the problems with the electronic mailing is that they do not have current email addresses from the residents. They are trying to collect that as we go.

President Wallace suggested putting it in a letter or on their statement that the village is doing this in order to save taxpayer money.

Mr. Dowden stated that not everyone has an email address.

President Wallace stated that you have to be proactive instead of reactive.

Mr. Dowden stated that about two thousand people per month drop their payment in the dropbox.

Chairman Gunsteen stated that he pays his water bill online but still gets a mailed copy of the bill.



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Mr. Dowden stated that the website and the Bartletter clearly states that they can sign up for an email bill.

Chairman Gunsteen stated that he still gets a paper bill even though he pays electronically.

Mr. Dowden stated that he can go online and request to have the bill emailed.

Chairman Gunsteen asked if they can eliminate the receipt that is being sent.

Ms. Schumacher stated that the village does not have to send you a bill. You just have to go to the website and tell us you don't want the bill mailed.

President Wallace suggested that anyone paying automatically or electronically will not receive the paper statement.

Mr. Dowden stated that when you sign up for auto pay, there is a spot to indicate your email address. Most people select to have their bill sent by email but the problem is we have been using auto pay for a long time before everything was emailed so the village does not have those emails addresses.

Chairman Gunsteen said he thought it was pretty simple. Just put it on the next ten water bills and tell them on October 1st, we will be 100% digital. They have seven months to drop that sheet off. They can opt in for a paper bill.

Chairman LaPorte suggested charging the people a dollar for everyone that wanted a paper bill.

President Wallace thought it was an easy fix and the wave of the future to opt into services versus out. If we are proactive in changing it over and require them to take a little effort to request a paper bill. That's the total difference in mentality.

Chairman Gunsteen stated that they would be collecting emails for every business and every resident so when we do our campaigns and planning, we have a list of every resident. That is one of the reasons to really push for this and he thought they needed that communication with the residents.

Chairman Gandsey stated that we have hit the point in time where we cannot argue with age and people who are 70+ have email addresses.

Mr. Dinges stated that there were no personnel requests. His capital outlay consists of a van and security cameras as well as GPS units. Professional Development and Associations remain the same. He stated that they talked about the DuPage Water Agreement which is the rate and consumption estimates. There was an overall 7% increase.



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Sewer

Mr. Dinges stated that they are doing the treatment plant and Devon projects and they are moving along great and should be wrapped up this year. The force main has made it down to the salt dome and they are making the connection shortly. They still have lift station work to get done and some of the equipment has long lead times but they are anticipating having that equipment here on the site this year. It should be wrapped up by the end of this year or early next year. The treatment plant is scheduled to be online in July of this year.

President Wallace asked if they are going to have someone fix Prospect Avenue roadway.

Mr. Dinges stated that as soon as the asphalt plant opens in April, they will be putting on a permanent patch which will make it all smooth again.

President Wallace asked that they put up a sign stating this.

Mr. Dinges stated that Brewster Creek odor control seems to be helping that situation.

Chairman Suwanski asked who payed for that.

Mr. Dinges stated that the village paid for it with violation fees from the businesses in the business park.

President Wallace stated that it was \$65,000 a year for the chemicals and the businesses have over \$200,000+ in fines over 3 months.

Mr. Dinges stated that they did use TIF money before that. The businesses that are contributing to the odor will pay surcharges which will offset the cost of the unit. They are also trying to figure out how to fix it.

Mr. Dinges stated that the sewer fund does have a large increase but that is due to IEPA loans associated with the treatment plants renovation kicking in. Once they get the substantial which will be in July, the loan payment will start up and that is the bulk of that increase. If you factor it out, it is actually a \$200,000 decrease in the overall budget. They are trying to keep things tight. There are no additions to personnel. When they started the treatment plant project they cut several items that they couldn't afford. They are trying to start getting some of those items back into the budget such as a roof on the control building and some kind of renovations within the building mainly which our guys would be doing the work. With the treatment plant renovations, starting in May, they will no longer use chemicals to treat the water. They will be using UV and the efficiencies in our homes and our blowers are anticipating significant reductions in utility bills and chemical costs.

Golf

Head Golf Professional Phil Lenz stated that golf is in a terrific place ever since COVID. He is projecting revenues to increase 6% over this year's budget. They successfully hosted the civic groups, family golf night with sixty participants. They installed GPS units on the golf carts which was a huge hit not only to the customers but for the staff's ability to monitor pace of play, controlled car traffic. Ground staff was



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able to replace and repair 70% of the bunkers last year for about \$15,000. The original bid was well over \$650,000. They have a new website that is almost complete and will bring better communication and marketing. They are requesting a \$1 to \$2 increase on the green fees. There were no requests for Personnel and Professional Development remains the same. He is requesting a ball washer for the driving range at \$5,000.

Chairman Deyne stated that the new sign going into the golf course was absolutely gorgeous.

Chairman Gandsey asked why his advertising budget went down.

Mr. Lenz stated that any advertising is going to be more social media driven through the new website. He has a call with Barstool Sports to be one of the ten golf courses on their recommendation list and would hopefully bring more young golfers to the course.

Chairman LaPorte stated that looking at Public Works and Golf Banquet and Restaurant, they are looking at about \$62,000 in bank charges. Do we have any ability to negotiate the bank charges. Is there any way to get those fees down and do we pass them to the customer.

Mr. Lenz stated that GolfNow processes their credit card's and they have been able to save them a little bit of money.

Chairman LaPorte stated that they are asking for a \$33,000 increase in the budget. He thought that \$50,000 in bank fees was a lot of money. He asked them to be aware and take a look at this. The same thing goes for public works and their bank charges were about \$6,000 for water and \$6,000 for sewer. We should have some pull being the Village of Bartlett and putting a lot of money in these banks. He spoke about a friend of his who went from 9-10% in credit card fees to 3%.

Chairman Suwanski stated that other vendors give a discount for paying in cash.

Chairman Gunsteen asked if someone books a banquet and puts the deposit on their credit card, do we charge the additional three percent to the customer.

Events Coordinator Evan Blum stated that when they do host weddings and receive a final payment, there is a three percent fee to offset that large charge. The upfront deposit they do not charge for but the final amount they do.

Chairman Gunsteen asked if they have that broken down into the revenue income.

Mr. Blum stated that he would have to get back to him on that specific number but it is included in the final banquet revenue total.

Chairman Suwanski thought that it should be broken out as expenses.



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Mr. Blum stated that they do ask for check or cash and it is explained upfront. They know when the final balance is paid that they will incur that 3% additional charge.

Chairman Gunsteen asked about the merchandise in the store or golf itself and whether it also incurs the three percent charge.

Mr. Lenz stated that it is unheard of in the golf industry. It is more common in restaurants and bars. They are transitioning to all online bookings being pre-paid. He was not sure if that would save us any fees since GolfNow runs this program.

Mr. LaPorte stated that if the golf course bank charges were \$38,000, if we do 35,200 rounds per year, that is \$1.07 per round. It just seems like a lot of money and is a big percentage of their income.

President Wallace was confused with Personnel Services line item and asked why the estimated amount went up by \$150,000 to the proposed amount.

Mr. Blum stated that the minimum wage went up and temporary salaries are up 40%.

President Wallace questioned the additional hours.

Mr. Blum stated that the line cooks as well as the banquet servers minimum wage increase was necessary in order to get hired help for these events.

Chairman Suwanski asked why the golf employees were excluded from the breakdown of the employees per 1,000 population. The comparison excludes fire, park, recreation and golf course. Why do we exclude the golf course employees.

Assistant Village Administrator Scott Skrycki stated they are excluded because when we do a comparative analysis with other communities, most of them do not have a municipal golf course.

Chairman Suwanski stated that the whole premise of this is to compare the amount of employees per 1,000.

Ms. Schumacher stated that it is the same as the Fire District.

Chairman Suwanski stated that she understands what she is saying but if you're trying to do a comparison and we have a golf course that is ours and they are our employees, we should include all of our employees. This is a service that brings in revenue for us.

Ms. Schumacher stated that she would then compare us with other municipalities that have golf courses.

Chairman Hopkins thought it would be important to keep it the way it was.



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Chairman Suwanski stated that she was just curious why it was not included and she answered that question.

Chairman LaPorte stated that the other question to ask is if we have to meet minimum wage requirements and of course the budgets go up every year, are the revenues matching the expenditure increases.

Mr. Blum stated that on the food and beverage side they are seeing a 10% raise in all banquet package pricing. That also includes increases in our Restaurant and Midway pricing as well. On top of that, they are trying to come up with “outside of the box” ideas to increase product sales. They have a few ideas in line that they look forward to implementing in this upcoming season.

Mr. Lenz stated that they had a \$2 and \$3 increase to golfers and plan on doing another \$1 this year. They do have some challenges with the construction project going on with the irrigation system. They will have a 12 to 16 week period on the course where one hole will be shut down each day. There will be a segment of the golfers who will say that they are not getting an eighteen hole course. They were apprehensive to raise rates for this reason. Next year they will be able to implement a larger rate. He stated that it will be more than a \$1 to \$2 dollar increase. On the busier days like Friday through Sunday they will transition to calling Friday a weekend date. They will ramp up rates more significantly on Fridays. On weekends, historically, you have a prime rate in the morning until about 11:00. You then start transitioning to a lower rate until you get to the twilight time. He did not see a reason to do that any longer, particularly with the online rate. They are going to hold the prime \$75 rate in the morning until 1:30 or 2:00 in the afternoon.

Chairman LaPorte stated that we all see things going up in price so they have to increase the revenue. Even the golfers have to be realistic and we can't be afraid to raise prices to just meet costs.

Chairman Suwanski asked if part of that increase in golf rates was supposed to pay for the cost of the GPS in the golf carts.

Mr. Lenz stated yes. A dollar across the board and some of the late afternoon rates they will increase a couple of dollars. There will be a more substantive increase on the weekends and middle of the day (\$4-\$5).

Chairman Deyne stated that he has played golf for a long time and golfers can be very fickle. They will go somewhere else to play for a dollar or two less per round. He stated that Phil does a survey of all the clubs in the area and Bartlett Hills is extremely competitive. The ratings that they are getting for the course is magnificent. They have some of the highest ratings in the area for a public course. Once again, golfers can be very fickle and they have a mindset that this is what they want to spend on golf and they will go somewhere else. He stated that they did 32,000 rounds at Bartlett Hills last year. They are raising the price by \$1 and if they could do \$32,000 per year, this will offset quite a bit of it. He felt that the current staff far exceeds other courses.

Chairman Gandsey asked what they thought would be the potential increase of rounds.



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Mr. Lenz stated that if they get to the \$35,000 to \$36,000, it would be fantastic. Keep in mind that you are talking about weather to get to those numbers.

Chairman Deyne stated that golf is all weather related.

Mr. Lenz stated that they are very fortunate that they stay open all winter. Last year in February they did a little under \$3,000 and it was mostly simulator. This year, in February, it was a little over \$60,000. A lot of that revenue is also due to having GPS on the carts.

Grounds Superintendent Matt Giermak stated that in the past they would not have let carts go out without the GPS. With the GPS they could make sure the carts stayed on the paths. The investment has been very beneficial.

Chairman Gunsteen stated that the increase in the golf rates was to pay back the irrigation and GPS. The increases that we are charging in golf rates is to repay the fund that the irrigation system was taken out of. He agreed with Ray that a lot of golfers are finicky. He personally thinks that Bartlett Hills is one of the best courses around and if someone is driving there, they will golf there whether it is \$74 or \$76. If you wait this year and not increase it because of the construction, next year when you have to do a \$2-\$3 increase he thought you would see a bigger resistance.

Chairman LaPorte agreed.

Chairman Gunsteen thought that the course was well kept and felt that it was treated like a private course even though it is a public course. Thinking about raising that rate slightly, even if incremental, is going to help from today to when that irrigation system is complete.

Chairman LaPorte stated that if we can't increase the rate then we have to cut costs. If there is an 8% increase in salaries and 5% in temporary salaries, 88% in service agreements, 71% increase in materials and supplies, 33% increase in uniforms, 20% increase in automotive supplies, 50% increase in golf cart maintenance materials, 100% in golf club metals. His point is if our vendors are increasing their costs, we either have to cut expenses so we don't increase our cost or we have to increase our costs to keep up with the people charging us.

Mr. Skrycki stated that Bartlett Hills has always been known as a "value" course and they are starting to drift to a "premier" course. Last year, they had the largest increase in green fees they may have had in the previous 7-8 years. They have gotten more aggressive and he and Phil are going to meet with GolfNow to talk about dynamic pricing in our prepay model. He thinks this will bring in a lot more money. This irrigation system and GPS will allow them to be more aggressive and they are planning to be more aggressive. In terms of the day where the course does have an extra temporary green or temporary hole they will have to take that into consideration. The irrigation installers are going to stay away from key days where they have an outing or on weekends so they don't close a hole that day. They will be able to cherry pick those days and be more aggressive on their pricing structure.



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Chairman Gunsteen stated that the GPS service agreement was \$29,000 or \$1 per round. He believed that they talked about advertising on those GPS units to cover some of those costs. Is that something they looked at or thought about.

Mr. Lenz stated that they have not but they will certainly look into it.

Chairman Gunsteen stated that it is a 100% revenue stream with very little to put out for it.

Mr. Skrycki stated that he has looked into this and most municipalities and park districts advertise their own materials on it. They are also looking at food and beverage and possible notifications to the Midway to order things in advance. There are some challenges to advertising.

Village Attorney Kurt Asprooth stated that unfortunately, we are still a government entity and our ability to regulate what goes in there is somewhat limited. While we might be able to allow advertising or the ability to pick and choose who advertises is much more constrained than the private sector. We can do it but we might not have a lot of control over it.

President Wallace stated that it would be interesting to see pictures of perhaps a beautiful wedding banquet. Over half the people that golf at our course are out of town.

Mr. Skrycki stated that they were also looking at advertising community events.

Ms. Schumacher stated that is an easy thing for us to do.

Chairman Gunsteen stated that getting food and beverage to work with golf, you are raising the ability to make more money.

Mr. Blum stated that is part of the plan for this year and how to implement that into the GPS system. Once the golf course gets going, we will make sure we have that with the full restaurant opened up.

Chairman Gandsey asked if golfers could place an order and the beverage cart comes to them.

Mr. Blum stated that the beverage cart does not have a GPS system. They could certainly add a GPS unit to the beverage cart and it would be a nice function to know that someone on the opposite end of the course is requesting them.

Mr. Skrycki stated that they are going to have a hotbox on the beverage cart that will have hamburgers and hotdogs so instead of waiting until midway they can order food on the spot.

Mr. Blum stated that on top of these ideas they have also implemented a bunch of new coolers that they have installed in the bar restaurant area as well as the midway where it offers another ability for the customers to quickly grab and go.



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Chairman LaPorte reminded them that they have increased the fees because they have been operating with a negative balance over the last 7-10 years; we then added an irrigation system which will cost another \$100,000 per year. Now we are \$200,000 in the hole and asking for increases too. Don't forget the past and understand where we are at. We are just trying to breakeven and make some cash on the up-side of it. We have been operating from a negative for a long time and we can't be afraid to raise the fees or will be forced to lower the expenses.

Chairman Suwanski asked if banquets track their bookings from The Knot, Wedding Wire or word of mouth.

Mr. Blum stated that he gives patrons a survey that about 85% fill out and return. It allows them to get some data. TheKnot.com is their highest advertising platform and very popular. 60% of couples hear about them from The Knot and they generate the most business. Wedding Wire is also on there but not as popular, but certainly one of the big top three players when it comes to wedding platforms. Lastly, a new upcoming wedding website called Zola. It is a fraction of the cost, as far as advertising, to get wedding couples to their facilities. He is getting more leads and bookings from Zola in the past two years, than any other website. He cannot underestimate the word-of-mouth because of the quality and service provided by Bartlett Hills due to staff and repeat customers for baby showers, anniversaries and retirements, etc. He is glad that their reputation precedes themselves.

Chairman Gandsey stated that it sounds like diversifying the platforms he is on has been working. What are some of the plans like a page search so if someone is looking for weddings organically, typing it into Google would make Bartlett Hills show up. Is there a plan for the budget in here or moving money away from The Knot.

Mr. Blum stated maybe Wedding Wire, since it is not as effective. They can start looking at those paper click Google searches. You can also do that organically on social media marketing (Instagram and Facebook posts).

Chairman Gandsey asked how it would be covered in this budget in front of them for next year.

Mr. Blum stated that they will look into the cost going forward and how to implement Google searches to increase the presence on the website.

Ms. Schumacher stated that they have that flexibility in the marketing budget.

Chairman Suwanski stated that the wedding cake is included in wedding packages.

Mr. Blum stated that they use a wholesale wedding company called the Baking Institute. An average wedding cake for them is \$200-\$300 and they can incorporate that in the per person price. The \$200 for the wedding cake compared to the food cost for steak is just a drop in the bucket. It is a nice feature to have when you can offer the clientele a four-course meal, including the dessert and they don't have to shop on their own to get a wedding cake. They have been using this company for over ten years and they do a great job.



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Chairman Gunsteen asked what the Pro Shop makes on merchandise such as shoes or rental clubs. Can these things be put on consignment so we are not putting out the money.

Mr. Lenz stated that many of the golf clubs are on consignment as well as shoes. They are transitioning away from golf retail. They are buying things from Costco and Amazon. People are not spending \$80 on a golf shirt at a municipal golf course. They are looking at scaling back their offerings in the golf shop and focus on the impulse buys such as golf balls, gloves and tee's.

Chairman Gunsteen asked if they could reduce the \$4,000 golf shoe purchase.

Mr. Lenz stated that they will purchase but he will end up sending a lot of them back. You have to bring enough in to have multiple sizes. Adidas has been very good with them and allowing them to return products.

Chairman Gunsteen asked how many sets of golf clubs are they planning to rent.

Mr. Lenz stated that prior to COVID it was just a handful per year. They will rent them hundreds of times this year. He will have five or six sets for rentals.

Chairman Gunsteen asked if he could request rental clubs if we take new clubs on consignment.

Mr. Lenz stated that he is working on a deal where they can have rental clubs and return them at no cost. The program is not finalized at this point.

President Wallace asked how much revenue they receive for the bar or Midway per month.

Mr. Blum stated that he did not have that number but he would get it for him.

President Wallace stated that it is not the basic salaries for Midway, Banquets, and Bar. They total \$454,500 - if we are not making enough to cover that, it is a good place to start.

Chairman Gunsteen asked if they had a wedding venue, like a trellis and seats outside, could they charge more for a wedding that would cover those costs?

Mr. Blum stated yes, there is no doubt about it. One of the limitations they have as a venue is that the inside of the facility can hold up to 220 guests with a dance floor and 250 without. Their ceremony space on the patio outside can only hold 150. The inside area when it is bad weather can only hold 150. That discrepancy throws some people off when you're trying to sell the venue.

Chairman Gunsteen asked if they could use the land directly across from the Midway. It looks like a former putting green and looks like a very large area. He thought it would make a good area to host that.



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Mr. Blum stated that they have definitely thought about several areas on the grounds. That is one of the number one questions that the clientele asks for. It is difficult to find an open area that is safe and conducive and will get people out there.

Mr. Lenz stated that the location has golfers and cart traffic zooming in and out of there. He did not think it was conducive to a wedding.

Chairman Gunsteen stated that people are looking for that newest venue. If we have to cut some salaries to reduce our costs then maybe we could look into putting that in to raise the bar on our banquets which will justify additional salaries. It's a vicious circle. He knew they have to spend money to make money but if they could find a spot to put it he thought it would be an important part of the puzzle.

Mr. Skrycki stated that the first step to that is the relocation of the dumpster. They met with the garbage company yesterday morning to look at that. That would be the first step into clearing out that back area and making it suitable for that purpose.

Chairman Gunsteen stated that it was something they should keep on the horizon.

Mr. Dowden spoke about the revenue for the golf course. This budget is proposing to break even. The 2023-24 estimate shows that they are making \$24,000 and then pretty even for the budget.

Mr. Giermak stated that they have no Personnel requests and his Capital Outlay consists of the irrigation system previously approved in the capital budget. His Professional Development is decreasing by 61% because they removed the national show and replaced it with some online university courses. There were no changes to Professional Association. The majority of their line items remain the same or are decreasing. The biggest increase was the Grounds Maintenance Material which replaces twenty-year-old garbage cans and tee markers.

President Wallace stated that he played a few days ago when it was very busy and he noticed there were many people that he did not recognize. Two of the guys that played with them were from Bloomingdale and they love Bartlett Hills over Bloomingdale Country Club course.

Chairman Suwanski thanked them for working outside the box to bring in more revenue.

Chairman Deyne told them to keep up the great work.

Planning and Development

President Wallace asked if she was asking for anything.

Planning and Development Director Kristy Stone stated that she is asking for two cars and getting rid of three.

Chairman Gunsteen asked if there was an incentive to get EV cars for inspectors.



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Ms. Stone stated that her concern was that the cars were kept outdoors and she had concerns about the cars holding charge in the winter months.

Chairman LaPorte stated that many of the cars are getting out of the EV market and getting hybrids.

Ms. Stone stated that The Grasslands subdivision started construction this year. Eleven single family homes, nineteen ranches, fourteen duplexes and at least fifty more in Phase 1. She is expecting several of the townhome buildings to start construction this year and staff is currently reviewing the Residents of Bartlett Station (apartment building) and hoping to break ground this summer. Residential permits will be going up. They had the grand opening of More Brewing and Aldi and also two car dealerships. She is expecting more commercial developments this upcoming year. She is hoping the plans they had for a retail center next to TruNorth on the west side of town will get through the Planning and Zoning Commission later this year. They have two new buildings starting in Bluff City Industrial Park, construction was completed on three buildings and Blue Heron has another under construction and two more permits in April/May. The only sites that will be left after May are going to be at the northeast corner of West Bartlett and Route 25. They just talked to the broker today and they are going to start marketing that more aggressively. The self-storage facility is under construction in the Southwind Business Park and there will only be one lot remaining in that area for development. Brewster Creek Business Park had two buildings completed this year, three buildings and two additions are currently under construction. She has four building permits under review and we are down to five available sites in Brewster Creek.

Building permit reviews with OpenGov has been great and has helped her department function immensely. 52% of permits are approved within two days; 72 are issued within a week; inspections have jumped up to 1,300 this year. She is able to run reports and see how quickly everyone is doing their reviews and if she sees that someone is going past the due date, it is really easy to find out what is going on. Same with code enforcement, if she notices a gap between the first and second inspection, she is able to discuss with the enforcement officer and the residents. Code Enforcement is starting to focus on more than just property maintenance. They are looking to make sure people are renewing their business licenses and that is helping them track new businesses that did not get a change of occupancy. They are finding a lot of checks and balances in the system.

She has technically lost a position this year because they decided to outsource the Health Officer. It has worked out really well and has been a good cost savings for the department. It was a great move for them, overall.

Everything is staying the same in her budget except her salaries are going down because of the Health Officer position being eliminated. They were getting some salaries out of the TIF and that difference is in there as well. She is requesting five Bluebeam licenses which allows them to do plan reviews and draw directly on the plan and there is no confusion between what they are asking for. It allows them to measure and that will shorten the review times as well. She is still budgeting \$50,000 for plan reviews and she is hoping to see that decrease. She just hired a plan reviewer who is phenomenal, so they are able to do a lot more in-house. She wanted that in there for a cushion since they have these multi-story projects going on. The 400% increase seems like a lot for inspectional services but that is because of the Health Officer being outsourced. Overall, her budget is going down by 2%. They had a retirement and hired someone



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else at a lower rate. They are looking at building the bench in making sure there are positions so they could keep the really good employees and there is chance for advancement. There is such a value on institutional knowledge and as people are starting to retire, you want to have people stay.

Chairman Suwanski asked for a dollar amount on how many building permit fees for commercial and industrial have been waived or reduced.

Ms. Stone stated that she will get her that figure.

Mr. Gunsteen stated that he noticed on the general expenditures that she does not have credit card fees. He asked if she is just rolling that into her total revenue.

Ms. Stone stated yes, that is not a transaction they are dealing with since it all goes through OpenGov software.

Mr. Gunsteen stated that they do charge a +/-3% charge with all credit cards, correct.

Ms. Stone stated correct.

Chairman Suwanski stated that the decrease in the salaries is offset by the third-party Health Officer.

Ms. Stone stated that it is more than offset by the third-party.

Chairman LaPorte stated that if you subtract the two numbers, the salary was a ballpark \$45,000. By eliminating that position she got three years out of the \$15,000. Good job.

Chairman Gunsteen asked if it would be another couple of years to get those vehicles.

Ms. Stone stated that the vehicle ordered in October will have an official order placed in January. She hopes to get it before the end of this fiscal year. In May, she will place an order for the other two and she thinks they will get that one within the fiscal year.

Chairman LaPorte asked for a review of Senator Seth Lewis's email.

Ms. Schumacher stated that is the grocery tax that is suggested for elimination. There is no actual bill for that yet but we are anticipating one because of the Governor's budget address. We still get our 1% plus 1% for our home rule. The pass through that comes from the State is about \$200,000 to \$300,000 that we will not see. It is revenue that the State collects but then passes through. They are not going to do the pass through anymore. The Northwest Municipal Conference and DuPage Mayors and Managers are putting together a one sheeter like we did for LGDF. Seth really capsulized what the impact is across the State and she wanted him to have that information for Bartlett specifically.

Chairman Gunsteen thanked all the presenters who put their time and efforts into this. It was very well done and in the next two weeks we have to do it all over again.



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5. ADJOURNMENT

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

ROLL CALL VOTE TO ADJOURN

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

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting was adjourned at 9:29 p.m.

Lorna Giles
Village Clerk