



# VILLAGE OF BARTLETT COMMITTEE MINUTES April 16, 2024

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## 1. CALL TO ORDER

President Wallace called the Committee of the Whole meeting of April 16, 2024 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:34 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, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Village Engineer Nick Talarico, Planning & Development Director Kristy Stone, Assistant Golf Pro Paul Galvan, Police Chief Geoff Pretkelis, Deputy Chief Rob Sweeney, Deputy Chief Will Naydenoff, Village Attorney Kurt Asprooth and Village Clerk Lorna Giles.

3. TOWN HALL: None

## 4. STANDING COMMITTEE REPORTS

### A. BUILDING AND ZONING COMMITTEE, CHAIRMAN GUNSTEEN

#### 1. Packaging by Design Variance

Chairman Gunsteen introduced the item.

Chairman Hopkins asked how it happened.

Planning and Development Services Director Kristy Stone stated the survey they submitted, the proposed plat showed the building meeting the setbacks. When they poured the footings, they encroached into the setbacks. Our building code allows a 6" encroachment, but this was 1.5' so they had to go through the process. She believes it was just an oversight.

Chairman Gunsteen believes the geometry of that road and the way the building is situated is a little tricky there as well.

The item was forwarded on to the Village Board for a vote.

#### 2. 231-251 E. Lake Street Annexation Agreement

Chairman Gunsteen introduced the item.



## VILLAGE OF BARTLETT COMMITTEE MINUTES April 16, 2024

---

Ms. Stone stated staff has been working with the applicant's attorney on drafting the annexation agreement and coming to terms. Some of the items included are contributions toward the demolition of the existing structures along Lake St. and in the future when a developer comes in, we are still willing to negotiate incentives based on the proposal.

Chairman Gunsteen asked how long until that blight is gone once annexed.

Ms. Stone stated they have said they are advertising the property now and they are in talks with a developer. We gave them 18 months to have the buildings down, but she would hope that happens sooner.

There would be a public hearing at the board meeting and then the board can vote on the annexation agreement and the annexation.

### B. Finance Committee, Chairman LaPorte

#### 1. Civic Group Funding Analysis

Chairman LaPorte introduced the item.

Sr. Management Analyst Samuel Hughes stated up until FY 2022, the trend had been to reduce funding for the civic groups 5%. In FY 2022, civic groups were funded their full request amount. That was due to Heritage Days not filling out a request. The total line item was reduced 5% but the civic groups were receiving their full amount requested. The last couple of years the civic groups have been receiving their full request amount. That includes \$8,000 for Oktoberfest which was a new event and Ignite the Courage is a first time requester this year asking for \$8,000. They have had events since 2017, but they have not asked for funding from the village. This is up for discussion since there was talk about setting an amount for first year requests, so we wanted to open it up for discussion.

Chairman Gunsteen asked about Arts in Bartlett and Heritage Days combining.

Mr. Hughes stated Heritage Days no longer did their Bartlett Days event, but they still did a pet event and the Halloween parade.

Chairman Gunsteen asked how many days the events were.

Mr. Hughes stated the pet event and Halloween parade are both one day. Arts in Bartlett has the Global Arts Festival and some other events at the facility.

Chairman Gunsteen stated he is trying to get an idea on how they come up with the request numbers for their events.



## **VILLAGE OF BARTLETT COMMITTEE MINUTES April 16, 2024**

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Mr. Hughes stated generally for the events like the Fourth of July and Smoke and Irons, the funding goes towards the stage, tables and chairs, etc. but those are not numbers we come up with, those are the numbers they are requesting.

Chairman Suwanski stated the Chamber of Commerce has increased their request substantially over the years from \$2,100 to \$5,500. Other than the request for funding for the strategic plan, what is the increase in cost.

Mr. Hughes stated it was for the casino night, golf outing, and the strategic plan.

Chairman Gandsey asked if the funding was only for events.

Mr. Hughes stated when the ordinance was passed, it basically was funding for events and programs. The board would consider how many people helped, assisted, or joined the events, etc.

Village Administrator Paula Schumacher stated it was not for rent or that kind of thing to be considered something we would fund.

President Wallace stated he thinks it is to help these groups that help out in Bartlett and are a part of the fabric of the community. He mentioned former Trustee Camerer wanted some sort of rubric for these groups. He thinks these groups are important and put on a lot of events for the community.

Chairman Gunsteen asked about the first-year applicant getting \$3,500 max. he also thinks it's important that we have recourse that we receive the funds back if the event is canceled or rained out.

Assistant Village Administrator Scott Skrycki stated theoretically if it was cancelled, we just wouldn't fund them next year. We have a pretty good relationship with our civic groups, so he doesn't think it would be an issue.

Ms. Schumacher stated the fireworks show is probably the most weather dependent and in the event they get rained out, they would just not request that funding.

Chairman Gunsteen stated the Lions Club does a great job for only asking for \$500 from the parade and Christmas festival etc.

Ms. Schumacher stated they do not ask for funding for those items, they ask for funding for the Labor Day Dash.

Chairman Gunsteen stated they do a great job.

Chairman LaPorte stated they are great events. Oktoberfest keeps growing, Ignite the Courage and the Chamber is growing. He thinks having some sort of funding matrix would make sense.



## VILLAGE OF BARTLETT COMMITTEE MINUTES April 16, 2024

---

Chairman Gunsteen stated he thinks having a matrix next year would be good if we can limit first year requestors to \$3,500.

Chairman Suwanski confirmed Ignite the Courage is the only first year applicant.

Chairman Gandsey asked if we receive any report on how the events did.

Mr. Hughes stated yes, they must send in a report after their event is over with how last year's event did and their financials.

The consensus of the board was to limit first year applicants to \$3,500 max.

### **C. License and Ordinance Committee, Chairman Hopkins**

#### **1. Licensing Coordinator Discussion**

Chairman Hopkins introduced the item.

Ms. Schumacher stated when Lorna Giless (Village Clerk) announced her retirement in March and we looked at the duties and responsibilities of executive secretary and we realized the village clerk would not be an employee for the first time in 30 years. It's very convenient to have that person in the building and available to issue permits and do the other required clerk duties. In past years, before Lorna took over as Clerk, that position was also the comptroller. We no longer have that position. She oversaw the main office, taking in funds, licensing of new buildings, recording of plats, record disposal, etc. a number of those have since been dispersed between Finance and Planning and Development Services. Now we have full-time employees doing some of those non statutory items. The proposed ordinance would create a licensing coordinator to have that full time person to oversee the issuance of licenses and assume the roll of deputy clerk in the clerks absence. We have three different versions based on the last meeting discussions. We took each of those options and Kurt put those in an ordinance form for your review.

Village Attorney Kurt Asprooth stated that Version #1 leaves the deputy clerk as is, appointed by the clerk but removing the mandatory office hours and paid vacation. Version #2 eliminates the deputy clerk position and consolidates those duties into the licensing coordinator. Mr. Asprooth stated there was discussion that perhaps the clerk should have some say so that version still has the licensing coordinator appointed by the mayor but they have to take into consideration whoever the clerk suggests. Version #3 eliminates the deputy clerk, creates the licensing coordinator position and they are appointed by the mayor.

Chairman Hopkins stated he likes Version #1. He thinks whoever runs for that position should appoint the deputy clerk. Our form of government has worked well for years and he doesn't see a reason to change it.

President Wallace stated isn't that where we started, did we plan to appoint Sam (Hughes) at the beginning.



## **VILLAGE OF BARTLETT COMMITTEE MINUTES April 16, 2024**

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Ms. Schumacher stated right now Sam is the Deputy Clerk so he has the ability to sign for her, in her absence. Sam also does the business licenses and liquor licenses, so the thought was to put the licensing coordinator under his position as senior analyst.

President Wallace asked if that was Version #1.

Mr. Asprooth stated that would be Version #2 and #3.

Chairman Gandsey stated it could be Version #1 if that person chooses Sam.

Mr. Asprooth stated it is up to the clerk, they could choose that position if they wanted.

Chairman Suwanski confirmed Version #2 is still the village presidents decision, they just have to look at the village clerk and ask if they are comfortable with this.

Mr. Asprooth stated that is current.

Chairman Gunsteen asked Lorna about the amount of work the clerk has to do, and it is a lot. He thought about it and if the Clerk has to do all of these duties and the pay is only \$4,500 a year, maybe we need to look at that for something in the future.

Chairman Deyne stated he agreed and thought we should look at that before Lorna retires.

Chairman Suwanski asked if the level of content in the written minutes was necessary.

Mr. Asprooth stated there is no requirement to how specific the minutes have to be. It is entirely up to the board. You have to have the basics, but the more specific the minutes are help to figure out what happened in the meeting but there is no legal hard and fast requirement about it.

President Wallace stated that makes a lot of sense. He asked who was in favor of leaving things the way they are. He asked Paula what her preference was.

Ms. Schumacher stated she thinks it's just important to have someone in the building keeping the work product flowing. Whether that is a village clerk, deputy clerk, etc. it's important to have someone present in the building.

Chairman LaPorte stated he is concerned about having someone who just gets voted in who might know nothing about the village assigning the deputy clerk.

Chairman Gunsteen stated that if you take number Version #1 and just require the deputy clerk to be an employee then you eliminate a lot of that worry.

Chairman LaPorte stated the person running for clerk might not know anything about Bartlett.



# VILLAGE OF BARTLETT COMMITTEE MINUTES April 16, 2024

---

Chairman Hopkins stated whoever runs for clerk is going to take the advice and consent of the board and the village administrator. When Kevin Wallace was elected he wasn't a Trustee before, he got into office. You want your government to run efficiently and effectively. We were all up here for the first time. He thinks the form of government we have has worked and we should keep as close to it as possible because it makes sense. Requiring someone from the village being assigned deputy clerk will make them look good.

President Wallace stated ideally that would be the person who does all the licensing.

Chairman Gandsey stated just because someone appoints someone, doesn't mean they need to take it.

Chairman Hopkins stated obviously there will be conversations with whoever is appointed. It's not like they will just appoint the plumbing inspector. He thinks Version #1 should move forward.

There was a consensus with the board that tweaks would be made to Version #1 and be brought back.

## 2. Shelby's Special Use Permit

Chairman Hopkins introduced the item.

Chairman Gandsey asked why they were moving.

Ms. Stone stated they are moving to a smaller space.

Chairman Gandsey asked if there is something slated for their space.

Ms. Stone stated we are working on something.

The item was forwarded to the village board for a final vote.

## 3. Recreational Vehicle Parking Discussion

Chairman Hopkins introduced the item.

Chairman Suwanski asked how many calls we have received in the past 5 years.

Ms. Stone stated this is the first one we have had. We have gotten calls since we stopped enforcement pending this discussion. We have had people that have been happy about it, some people were not happy and we had a circumstance where the wife was not happy because she didn't want the boat in her driveway and wanted the village to intervene.

Chairman Suwanski stated but up until that, we haven't had any phone calls.

President Wallace stated this was an email, and he made a pretty good case about the expense of storing his boat when he is using it every week.



## **VILLAGE OF BARTLETT COMMITTEE MINUTES April 16, 2024**

---

Chairman LaPorte stated that “boat” stands for “Bust Out Another Thousand” that is the cost you pay.

Chairman Gunsteen stated in Wisconsin they extended it to April 15 in spring and November 15 in fall. He doesn't see an issue with adding 15 days on both ends.

Ms. Stone stated every year we have 3 neighborhoods that call on November 1<sup>st</sup> telling us where all the RV's are. It is a hot issue for residents.

Chairman Hopkins stated he is in favor of moving the dates.

Chairman Deyne asked to have it sent to Planning and Zoning for a Public Hearing.

Ms. Schumacher clarified what would be sent to Planning and Zoning.

There was a discussion about sending a couple of proposals for them to review.

Chairman Gunsteen asked if a resident can apply for a 5-day permit to park their boat on the driveway.

Ms. Stone stated there is not, but we do warnings first.

Chairman Gunsteen stated its important to note that homeowner associations supersede our decision so they still might not be allowed in some neighborhoods.

Chairman Gandsey asked if there was a reason not to have it in the driveway other than looks.

Chairman Gunsteen stated sometimes they block the sidewalks.

Chairman Hopkins suggested maybe we have Kurt draft some parameters for the Planning and Zoning Board to discuss.

Chairman LaPorte stated it has been this way for 41 years. This goes back to the Air BNB's being an issue. We went through a bunch of work to discover we don't have many and they are not much of an issue, he is in favor of leaving it.

President Wallace stated it will go to the Planning and Zoning Committee for their review.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
April 16, 2024**

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5. ADJOURNMENT

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

ROLL CALL VOTE TO ADJOURN

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

NAYS: None

ABSENT: None

MOTION CARRIED

The Committee of the Whole meeting was adjourned at 8:09 p.m.

Samuel Hughes  
Deputy Village Clerk