



# VILLAGE OF BARTLETT COMMITTEE MINUTES September 17, 2024

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## 1. CALL TO ORDER

President Wallace called the Committee of the Whole meeting of September 17, 2024, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:33 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, Assistant to the Village Manager Sam Hughes, Human Resources Director Janelle Terrance, Economic and Development Coordinator Tony Fradin, Finance Director Todd Dowden, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Public Works Engineer Nick Talarico, Planning & Development Director Kristy Stone, Grounds Superintendent Matt Giermak, Chief Geoff Pretkelis, Deputy Chief Rob Sweeney, Deputy Chief Will Naydenoff, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giless.

3. TOWN HALL: None

## 4. STANDING COMMITTEE REPORTS

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

#### 1. Bartlett Automotive Mall PUD Amendment

Trustee Gunsteen stated that the petitioner is requesting an amendment to the Preliminary/Final PUD Plan to approve a revised West Parcel Landscape Plan for the Genesis and Hyundai dealership lots. Due to the reduction in size of the vehicle storage parking area located at the rear of the Genesis and Hyundai dealerships and the grade changes, a retaining wall was installed and the distance between the vehicle storage area and the residential properties to the south increased from 34.5 feet to 99 feet. The petitioner is requesting to modify the landscape plan to replace the double row of evergreen trees along the south property line with 138 Lynwood Gold Forsythia shrubs located at the top of the retaining wall. The proposed change to the landscape plan cannot be approved administratively and requires a public hearing to amend the PUD Plan.

Trustee Hopkins asked if the discussion came from residents or people on the Committee. Director of Planning and Development Services Kristy Stone stated that most of these discussions came from residents.

Trustee Gunsteen wanted to confirm that the Dealership would be responsible for the care and maintenance of the shrubs. Director of Planning and Development Services Kristy Stone stated that was correct.



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Trustee Gunsteen stated if there were no more questions, this would move to the Planning and Zoning Committee for Public Hearing.

### B. FINANCE COMMITTEE, CHAIRMAN LAPORTE

#### 1. Civic Support Matrix Discussion

Trustee LaPorte stated that included in the packet is a memo outlining suggested financial support limits for civic groups. Staff evaluated the priorities for financial support including confirming the event, program or service is not currently being provided for by the Village, evaluation the size of the request and history/reputation of the civic group, as well as past success of the programs, services, or events. Staff suggests creating a limit for financial support based on the cost of the event, while allowing flexibility to reduce any grant amount by taking into consideration the priorities listed above, as well as considering the additional costs from public works and police to carry out each event. Additionally, staff supports the suggestion from the Village Board to limit financial support for new requests to no more than \$3,500 for the first year.

Trustee Deyne asked if anyone had ever asked for \$3,500 for the first year. Assistant to the Village Manager Sam Hughes stated that they had a request last year for Ignite the Courage where they requested \$8,000. The Village Board granted \$3,500 because they were a new requester.

Mayor Wallace wanted to confirm that this puts the parameters around what the amounts should be based on the cost of the event. Assistant to the Village Manager Sam Hughes stated that was correct. He went on to say that some of the variables looked at were number of days the event would be and the number of people attending the events etc. He went on to say that they also felt looking at expenditures would also be a good baseline. He referenced the chart used for the direct financial support limits based on the cost of the program, service, or special event; as well as the chart used to show how our current civic organizations fit into these suggested direct financial support limits as well as other costs that are necessary for the various events.

Trustee Gandsey asked if there's an audit report to show what was spent. Assistant to the Village Manager Sam Hughes stated that after the event, they are required to submit a post funding report that needs to include their budgeted items.

Trustee Gunsteen stated that they talked about that during their last budget meeting. He wanted to confirm that they get their check at the time of the approval of their application. Assistant to the Village Manager Sam Hughes confirmed that was correct.

Trustee Gunsteen stated that if their event was rained out, the money would roll over to the following year. He asked if that would be considered officially their first year. Village Administrator Paula Schumacher stated that was correct. Trustee Gunsteen stated that he wanted to make sure they wouldn't be receiving additional funds in addition to that.



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Mayor Wallace stated that this will put parameters in place because these are great events that support the community and bring people into the community.

Trustee Deyne wanted to confirm if this will be coming to the Board for approval.

Village Administrator Paula Schumacher stated that they can make an official policy per the direction of the Board and use it for budget review.

Mayor Wallace stated that would be best.

### **5. ADJOURNMENT**

Mayor Wallace moved to adjourn the Committee of the Whole meeting. Trustee Deyne moved to approve; the motion was seconded by Trustee Gunsteen.

#### **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 to Executive Session at 7:41 p.m.

Jackie Cardoza  
Executive Assistant