



VILLAGE OF BARTLETT COMMITTEE MINUTES October 15, 2024

1. CALL TO ORDER

President Wallace called the Committee of the Whole meeting of October 15, 2024, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:27 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 Administrator Sam Hughes, Human Resources Director Janelle Terrance, 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, Food and Beverage Manager Paul Petersen, Chief Geoff Pretkelis, 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. #2024-14 Westgate Animal Care

Trustee Gunsteen stated that the petitioner is requesting a Special Use Permit to allow an animal hospital at 792-794 W. Bartlett Road in Westgate Commons. The animal hospital would operate on the first floor of the unit, the second floor would contain the doctor's private hospital and library. Animals will not be boarded overnight at the facility, any animals in need of overnight care would be sent to a 24-hour animal hospital.

Trustee Gunsteen stated that the Planning & Zoning Commission conducted the public hearing and reviewed the petitioner's request at their October 3, 2024, meeting. The Planning & Zoning Commission recommended approval, subject to the conditions and findings of fact in the staff report.

Trustee Hopkins asked if this was a pretty straight forward development.

Planning and Development Services Director Kristy Stone stated that there was a previous veterinarian hospital in one of the other building; they put in the same conditions as the previous building since they've never had any complaints.

Trustee Gunsteen stated that if there were no other questions, this would move on the Board.



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B. FINANCE COMMITTEE, CHAIRMAN LAPORTE

1. Lake Street TIF Intergovernmental Agreement with the Bartlett Fire Protection District

Trustee LaPorte stated that the Village Board recently approved the creation of the Lake Street Corridor TIF Redevelopment Project Area (“Lake Street TIF”) on September 3, 2024. The TIF Act specifies how the Village may use TIF increment funds that are generated within the Lake Street TIF. One of the permissible uses for TIF increment funds is for the reimbursement of all or a portion of a taxing district’s capital costs that are incurred as a result of a redevelopment project within the TIF District.

The Bartlett Fire Protection District (the “Fire District”) has approached the Village about the capital costs the Fire District may incur for certain types of development within the Lake Street TIF. The Village and the Fire District have discussed the potential for capital costs the Fire District may incur within the Lake Street TIF, and how any requests for reimbursement from the Fire District may incur within the Lake Street TIF, and how any request for reimbursement from the Fire District will be considered by the Village. To that end, a draft intergovernmental Agreement (IGA), has been prepared to set out a process for the Fire District to submit reimbursement requests to the Village for capital costs they incur from development within the Lake Street TIF. The Village Board will still retain the discretion to approve, approve in-part, or deny any request for reimbursement that is submitted by the Fire Department.

Trustee Hopkins asked what prompted this IGA.

Village Administrator Paula Schumacher said it was a request by the Fire District to have some greater clarification on how the process can work for them to access funds for their capital needs from the TIF District. They thought clarity regarding the process would be best for their staff as well as Village staff.

Mayor Wallace stated this was also prompted due to them not accessing funds during the Brewster Creek TIF. He went on to say that they did some math and realized that they shouldn’t have been adding things as needed especially after the big fire happened. They wanted future boards to know that this board was very approachable when it came to making sure that if there’s a 3 or 5 story building on Lake Street that needed additional capital that they could come to the board, and it’s understood that this is the way all TIF’s work.

Village Administrator Paula Schumacher stated that this is similar to the agreement that the Village has with U-46 for developer deposits. The requests would come to the Board for review, with a specified turnaround time in the IGA. She also stated that the Fire Department had input on this draft. Village Attorney Kurt Asprooth reviewed it and incorporated some of that input into the draft.

Trustee Hopkins asked if other taxing districts were able to put in these requests as well.

Village Administrator Paula Schumacher stated that was correct and that this was just a specific request from the Fire District.



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Trustee Gandsey asked if an outside vendor has to do an audit regarding any requests that come through from the Fire District.

Village Attorney Kurt Asprooth stated that one of the provisions of the IGA is that when they make a request, they have to include documentation showing how it meets the TIF Act Standards and that the cost incurred because of that development. That's something they will have to provide to the board whenever they submit a request.

Trustee Gunsteen wanted to verify that if this wasn't a Fire District, we wouldn't have this between a Fire Department and a Village since it would be under the same umbrella.

Village Administrator Paula Schumacher stated that was correct.

Trustee LaPorte stated that if there were no other questions, this would be moved to the Board for approval.

5. ADJOURNMENT

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

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 7:34 p.m.

Jackie Cardoza
Executive Assistant