



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

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President Wallace called the Committee of the Whole meeting to order at 7:13 p.m.

PRESENT: Trustees Arends (via webcam), Camerer, Carbonaro, Deyne, Hopkins, Reinke, President Wallace were present.

ABSENT: None

ALSO PRESENT: Village Administrator Valerie Salmons, Assistant Administrator Paula Schumacher, Assistant to the Village Administrator Scott Skrycki, Finance Director Jeff Martynowicz, Director of Public Works Dan Dinges, Community Development Director Jim Plonczynski, Building Director Brian Goralski, Head Golf Professional Phil Lenz, Chief Kent Williams, Deputy Chief Patrick Ullrich, Deputy Chief Joe Leonas, Village Clerk Lorna Giless and Village Attorney Bryan Mraz.

**LICENSE & ORDINANCE COMMITTEE**

Volunteer and Board Commission Recognition

Trustee Arends presented a Volunteer Recognition program to recognize those that volunteer their time to serve on our Boards and Commissions. There are presently 30 residents serving. She stated that Trustee Deyne has suggested a program recognizing these individuals. The suggestion from staff is as follows:

5 years	Village Pen
10 years	Locally purchased gift card for \$ 75
15 years	Locally purchased gift card for \$100
20 years	Locally purchased gift card for \$125
25 years	Locally purchased gift card for \$150
30 years	Locally purchased gift card for \$175
35 years	Locally purchased gift card for \$200

Trustee Deyne stated that he wanted to thank staff for the effort put forth in this. He commended them for doing an outstanding job. He stated that the commissioners that serve this Village do an outstanding job. He has had the pleasure of working with some of the commissioners for the last 34 years and he thought it was about time that the Village steps up and recognizes these people for the services they provide. They take time to come to the meetings and it is time away from their families. The diligence that they put forth in researching the projects before them, should also be commended.

President Wallace stated that he thought it was a great idea.

Trustee Arends suggested that they do a locally purchased gift card and not cash.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

Assistant Village Administrator Schumacher stated that it would be the amounts on the gift card and not cash.

Trustee Arends asked staff to draw this up and it can be voted on at the next Board meeting.

Trustee Hopkins asked if they give anything to commission members that serve only one term?

Administrator Salmons stated that if they retire, the Village gives a vase or a bowl that has the Village logo on it. They are all invited to the Holiday party in December.

President Wallace asked if they really need to move this on to a Board meeting. He suggested a straw pull.

**ROLE CALL VOTE TO APPROVE RECOGNITION PROGRAM**

**AYES:** Trustees Arends, Camerer, Carbonaro, Deyne, Hopkins, Reinke

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

The Recognition Program was approved without forwarding to a future Board meeting.

**POLICE & HEALTH COMMITTEE**

**Police Building Study**

Trustee Carbonaro introduced Mr. Mark Bushhouse of Williams Architects who conducted a Facility Space Needs Analysis Study of the police department.

Mr. Mark Bushhouse, President of Williams Architects stated that his firm has been around for over 41 years and he has been there almost 29 years. He stated that he has been involved with dozens of municipal planning projects. He is currently involved in Woodridge, Morton Grove and Downers Grove police facilities. He stated that a study was done to review the police department and determine what its long term space needs are. It will also review the condition of the building itself and explore the best option to meet the long term needs of the department. This could mean an addition, remodeling, or even a replacement. He stated that the first part of the process is the "Space Needs Analysis". How much of a building does the department need to operate and conduct its business. They talked with staff about the size of Bartlett and the current population, where that will be going in the future and its impact on the police



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

department staffing. They toured 3 stations together – Streamwood, Hanover Park and Skokie. Next, they reviewed the condition of the existing police station. His engineering team reviewed the equipment and systems and reported accordingly. They then explored options to provide the kind of space the police department needs on the current site. He wanted to talk with the Board about options and talk about some of the considerations and see if the Board wanted to explore other options. They would then design site plans and budgets.

Findings – population is about 41,700 and that is expected to grow into the upper 40's over the next two to three decades. When they did their tours it was apparent that the Hanover Park and Streamwood police facilities were the best comparable communities. The Hanover Park police department is 63,000 SF and Streamwood is about 51,000 SF. They looked at staffing and the projected growth in population and evaluated that its current staff of 77 may need to grow to approximately 105 staff members in that timeframe of 2-3 decades. The existing building has about 22,900 SF is currently significantly inadequate already to meet today's needs. He believes the new facility should be approximately 53,500 SF. His team evaluated the facility and the exterior walls are in generally good condition but the windows are showing wear and damage. The roof is reaching the years when it will need replacement. The interior is very well maintained and he credited the staff for taking good care of it. There are areas of finishes that are getting worn and outdated. The heating and cooling system is original to the building and past their normal life span. There is continued problems with maintaining a reasonable comfort in the building. The emergency generator is still functional but is inadequate and only able to run a small portion of the facility. It is not appropriate that the police department would not be fully operational in a power outage. The lighting system is inefficient and in today's codes, not acceptable.

They have discussed adding a second floor to the existing building. The building was not designed to add a second floor and therefore they would have to start in the ground and put in bigger footings, add new columns, build an entirely new structure for the second floor. That means removing the existing roof structure and all of the buildings systems that are connected to it go with it. This exposes the inside of the building to the elements while you are working. That means you are completely gutting the inside of the building and building a new structure over the one you have. It is not cost efficient and none of their clients have ever chosen that path.

They have looked at the site and determined that there was insufficient staff parking. They looked at what they would do within the confines of the property the Village currently owns that does not affect the Village Hall or cross property lines. They looked at how to get the facility that they need while trying to keep your police in operation. There are cases where the police department must move completely off-site while they build. One option that allows the police to remain would be to use the visitor parking lot and build a three level facility with a basement and two levels above grade. Once that



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

is complete, the police can move into this. They can remodel part of the old structure and demolish the rest. This allows the creation of a flow through visitor parking lot between Main Street and Oak Avenue. This allows the current 52 parking space visitor lot to increase to 63 spaces. They would add a small garage for some of the patrol vehicles.

On this land area he believes that they would continue to struggle to provide enough staff parking for the police employees. He recommends that if this is an approach that the Board would like to pursue, some conversation and investigation should be done to find some nearby land that could hold some parking. They need a minimum of 65 spaces but would like to have more like 90 parking spots for the staff. It is quite inconvenient for them to park along Oak Street as they currently have been.

This concept has some good things going for it such as keeping the department operational as they build. It also allows the police department to have a very good presence out on Main Street with a more glassy architecture and nighttime glow. It also maintains the campus between Village Hall and Police, both sharing the same visitor parking lot. This had the most plusses of the concepts explored with staff and does appear to be a viable solution.

Trustee Deyne stated that he had concerns regarding some of the buildings in the downtown area and one has been vacant for some time. He asked if there was any discussion over this property. He would hate to see this structure demolished because it has so much history, however, he does not like the path he sees it going on.

Administrator Salmons stated that they have not had this discussion. She felt that it is something they could consider.

Trustee Deyne asked how much more additional parking this would provide for staff or would it be adequate.

Administrator Salmons stated that they would have to take a look at that. It is prime commercial up there and do they want to take this up with parking lots. There may be better sites they should consider at the same time.

Trustee Carbonaro asked why they would want to do this? Would it be better to repair the old building or will it cause more problems down the line? He asked if the proposed building was going towards Main Street.

Bushouse stated that the eastern edge of the building would be slightly closer to Main Street than the Fireman's Barn. They looked at a concept that saved the building but it required adding a second floor and build around it. The cons of that were that they doubted it would save any money. It also means that the entire police department



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

would have to move off-site in temporary quarters for about a year. This would have some significant costs and could be disruptive to their work efforts.

Trustee Carbonaro stated that they have a building north of the new police station, the Fire Barn. He thought they had discussions about using that as a land acquisition and a thoroughfare between Oak and Main for emergency vehicles.

Bushhouse stated that if the Board wanted them to look at some concepts that incorporated that land area they could certainly do so. Any time that more land is added to the concept, it will help them with more interesting options.

Trustee Reinke stated that he appreciated the plans that they shared with the Board. As it's currently configured he didn't see how it could work. The Fire Barn is in pretty rough shape but it is used by the community. It doesn't have parking and usually uses the Village Hall parking which you're shifting away from the Fire Barn. As it currently stands he didn't see this plan working very well. He was concerned about how it would look and function. It is prime downtown real estate and he wanted to be very sensitive to the aesthetics and functionality. He wanted to make sure the cops were visible but at the same time they have traffic issues. He echoed Trustee Camerer and Deyne's thoughts and asked if they can expand the scope. He thought it was a good idea to keep the police station close, if not touching the Village Hall. They should also remain committed to a building that won't be crumbling in 25 years, this should be a 50 year build.

Bushhouse asked if that would include looking for other available properties in the downtown.

Trustee Reinke stated that they should be as flexible as possible.

Trustee Camerer asked if they thought about using the current land as parking for the police vehicles and looking at options for off-site parking of the police vehicles as well.

Bushhouse stated that you want the police vehicles immediately adjacent to or parked within the building itself so you can control the security of those vehicles, equipment and firearms that is moving back and forth. That is a pretty high priority. They like to have staff as close as possible but that is not as much of a security issue to have them walk a little bit.

Trustee Camerer asked about the walk being just across the street.

Bushhouse stated "yes".



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

Administrator Salmons stated that it falls in the category of looking at the potential expansion of the boundaries of the facility.

President Wallace stated that he liked having the police where it is. He liked the concept of being able to see it as you are driving down the road. He asked about the drive-thru parking lot and how it would happen with all the construction going on.

Bushhouse stated that they would do it one phase at a time. They would have to diminish the available parking to the public while in this construction mode. They would have to find other places for the public to park. If they did bring any other land into the possibilities and that afforded some parking land, they would make that available quickly.

Administrator Salmons stated that they would move the staff parking totally off-site, behind the bank or downtown and make that parking lot available for residents visiting the Village Hall.

Trustee Deyne stated that they will work that out when construction starts. He talked about acquiring more property if that is a viable avenue to pursue.

Trustee Hopkins stated that it would be better to find a bigger piece of property. It seems like this would be packing a lot of stuff into this current location. Does the plan include any underground parking?

Bushhouse stated that underground parking can be done but is very expensive and they are trying to do things in a more economical way.

Trustee Deyne stated that they would have to have stormwater detention also.

Bushhouse stated that they would be talking about some permeable paver areas to somewhat lower the stormwater requirements coupled with some underground storage tanks.

Trustee Camerer stated that, historically they have had issues with the downtown area. The parking in front of the Village Hall is at least accessible to the people and businesses. If they start making a breezeway through here, there may be more parking spaces but now you are putting people further and further from the downtown area. He was concerned about how that would affect the businesses and getting people to them. The parking is not optimal in the downtown area. They may be increasing the parking but if you have to walk all the way from Hickory to the front, will people do it.

Trustee Hopkins agreed.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

Trustee Reinke stated that he could see people trying to bypass the stop light by speeding through the Village Hall parking lot.

Administrator Salmons stated that they do it now.

Trustee Reinke stated that it would be a lot easier if it was a straight shot.

Administrator Salmons stated that one of the things they challenged the architect to do was to see if there was some way to increase some additional parking in the town center out front. As a part of our facility, if there was extra parking, that was not needed for our day to day visitors or the police department that they could benefit from. That is something we have still to accomplish.

Trustee Hopkins asked for cost estimates to move the police station off site and demolish the current police station while adding a three story building so the parking is up front on Oak Avenue. He thought it would still be a feasible option because you still have the parking for the Fire Barn as well as visitors to the downtown.

Trustee Carbonaro stated that if they move off site they will have to acquire some property.

Bushhouse stated that was one of the boundaries at the beginning of this process to stay on the land currently owned. He now understands that the Board is looking at the Fire Barn site and also at the option of tearing down the police station and building it in the same location while maintaining the front parking lot.

Trustee Carbonaro asked how long the construction would take.

Bushhouse stated about 14 months.

Trustee Hopkins asked what the cost estimates were for the other facilities he built.

Bushhouse stated that when you put all costs in except site, this is furniture, consulting, soil testing, they are averaging plus or minus \$400 SF.

Trustee Reinke stated that if they moved the police department temporarily, they would have to have a secured structure with cameras and the evidence locker, etc. If they did find a site, it would be a mess to improve it to the point of where they actually use it and comply with best practices.

Chief Williams stated that was entirely accurate. Personally, they could do whatever the Board directs him to do and make it work – quite frankly it is a nightmare, expensive,



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

has security issues and usability issues. Towns have made it work but it is very expensive and a rough year.

Trustee Reinke stated that it would be great to use the existing site.

Trustee Camerer asked if it would be more expensive to tear down the building completely or to actually put in pylons and building around the existing building.

Bushhouse stated that it would be ever so slightly cheaper to work around and reuse the existing building shell. However, they will have to make some compromises on building layout because they have to deal with where those walls are. It only has a partial basement – do they dig under the existing building and try to get more square footage there. That is more expensive than anything they do so they would probably say no to that. His hesitation is that this is not inexpensive and there are some real downsides.

Trustee Deyne stated that they are approaching \$20 million dollars.

President Wallace stated that they were once talking about the lots to the west on Oak Street for parking. It would be pretty inconvenient for staff parking over there. It does not seem feasible even for police parking because you want the vehicles in a secure area.

Bushhouse stated that this plan has the police vehicles tucked up against the building. He stated that other communities have had to have the parking a little further away so it can work.

Trustee Carbonaro asked if they were talking about police vehicles or the police employee vehicles.

Bushhouse stated that it was police employee personal vehicles.

Administrator Salmons stated that it was right across the street. There are ways to secure that and still have it very close.

Bushhouse stated that many towns have found that distance to be acceptable.

Trustee Reinke asked if it made any sense to build an addition on the Village Hall to the south? Is there any space on the south side?

Bushhouse stated that it is a pretty narrow slot and then you have the water tower.

Administrator Salmons stated that they are going to cap that well off.





**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

Public Works Director Dan Dinges stated that the pump station to the south and the reservoir would stay. The well house to the north where the proposed police station would be will go away.

Bushhouse stated that the options are that they could look at a little larger footprint with maybe the Fire Barn or look at some land on Oak Street (staff parking). Beyond that, if there is other property that you would like to consider, they certainly would. If you are interested in having them look at another site close to the downtown, they could do that as well.

Trustee Carbonaro asked for clarification from Mr. Dinges.

Dinges stated that to the south of the Village Hall is planned to stay. If it makes sense to put the police station to the south then it can be looked at. They would have to replace this somewhere else in the system. Right now, with the cost estimates that Burke did, that facility to the south of Village Hall would remain in place. The Well House to the north of Village Hall would go away.

Trustee Carbonaro concurred with what he said. We have some options to look at other land acquisitions as well.

President Wallace asked what the future of police work looked like? In general terms, the general business idea is to get less office space and less people in offices and more working remotely. Is that something that he is foreseeing? By saying that the population will increase he felt that there is very limited property remaining. He stated that he has seen giant police departments go up and when he walks into them there is nobody there. He felt that they are very rarely used and have big board rooms, etc. He felt that since they have a very small area they should be really smart about this.

Bushhouse stated that police departments are the leaders in municipal government as far as mobile employees. They have been paving the way in showing other municipal departments how to do that. However, police departments have some specialized things that happen there. You have to lock people up and those rooms have to be built a certain way. They have gun ranges that you don't really want to use for anything else during the off times. They have interview rooms and so forth that become very active when certain things happen and less active during day to day when most of the officers are out on the street. The balance for a police department is to have enough specialized spaces to support them well with the particulars of what they do in those events but still looking for opportunities to share spaces where they can. When you arrest somebody, there is no other place to take them. Working with multiple departments this is a question that they talk a lot about. On the Administrative and Records side, the more electronic they get, there are fewer paper records which helps



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

with space issues. They are also looking at smaller personal work spaces with more flexibility where they sit. They are working on how they do locker rooms a little differently which also saves space and makes them unisex.

President Wallace read something about the size of lockers and asked if the current lockers were very small.

Chief Williams stated that they are very small and not useful. They make the best of things. They are challenging the architects to be as cutting edge as they can and find multiple use space so they can stay here and make this footprint work. He used an experiential exercise that just happened last week. There was an armed robber in town where there were multiple suspects and victims that needed to be interviewed. Police departments are crisis driven and part of the day it is a ghost town. Guys are out on the street doing what they do. When a crisis happens, they need to rally and bring community members in and witnesses and suspects and that requires square footage in order to do it effectively and bring these things to successful resolutions. They do not have that, he has suspects meeting victims in hallways and overhearing conversations in the room next door. There are victims crying and witnesses hearing that and becoming upset. They are just on top of each other and it does not work. They are doing everything they can to stay here and make this work for the Village while using the space as cutting edge as possible.

President Wallace asked what the downside is of moving away from the Village.

Chief Williams stated that is a policy decision by the Board and their commitment. Do you want them downtown or to find an off-site property. That is a viable option that they have not let the architect explore because he has been challenged to make this work here until further direction.

President Wallace thought it would be interesting to hear the ups and downs of having the police department close. He stated that Hanover Park completely remoted their facility to the outside of their village. He liked the fact that the current location is generally in the middle and has access to most parts of the town. He would like to see the ups and downs of being next to Village Hall or away.

Trustee Arends stated that she would like to see that also.

Administrator Salmons stated that when you start from a blank slate it is going to be more cost effective to build a building. Her concern is to take the police out of downtown would not be a good idea. The amount of people that we have coming down here and working down here, and those are some of our goals for keeping people down here. The other thing is that this facility will be tax exempt so as we are putting it in a commercial area, they are taking land off the tax rolls.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

President Wallace stated that they have a viable 22,000 SF building that still works.

Bushhouse stated that smaller communities really do suffer if you spread them out and pull them away from each other. As communities get larger and larger, the police department's functions become increasingly robust and they are having more and more security things happening on the back side of their building. At some point, as towns get large enough, there is a concern that they are bringing enough police activity near the Village Hall and enough special things happening at a police department that most municipalities chose to separate them. Clearly Bartlett is not at this level.

President Wallace stated that for clarification, they should explore the idea of possibly a land acquisition with the Fire Barn. Explore other sites, as well as demolishing the current police station and building a new one on the same footprint.

Trustee Hopkins stated that they should look south of Village Hall to see how feasible that land is. He would like to see some costs on that.

Bushhouse asked if they would build on the water treatment area south of that.

Trustee Hopkins stated either build there or make it a parking lot.

Trustee Reinke agreed that they should go further south. They need to exhaust every possibility in the downtown before they start thinking about separating the police station on a different site. They can't leave any stone unturned.

Trustee Carbonaro agreed.

Trustee Reinke stated that it was important to keep the Village Hall and the police station together.

Trustee Deyne felt that they should not spend any money looking at that concept until they have the results of what they are looking at right now. He agrees to keep the police station with the Village Hall.

Trustee Camerer asked if it was a viable option to do something to incorporate the basement area of the Village Hall. It is a pretty big space.

Bushhouse stated that maybe some archive or storage might be acceptable.

Trustee Deyne stated that he thought they were using it now for evidence storage.

Chief Williams stated surplus supply.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

Trustee Camerer asked how big the basement area was.

Administrator Salmons stated that it has different areas where department store things in locked cages.

Trustee Camerer asked if it would be feasible if the police department moved into the basement while they did the demolition.

Chief Williams stated that it is as feasible as anywhere else and they would look at that.

President Wallace stated that the basement is the emergency command post.

Trustee Hopkins suggested a questionnaire on the website and open it up to the public for comments. He stated that it is difficult for some residents to come to the meetings.

Administrator Salmons asked if he wanted to ask for input on things that might not be feasible?

Trustee Hopkins stated that they would just ask for any ideas.

Trustee Arends stated that often times when we ask the public for input and don't use any of it, they are disenfranchised. She thinks this is such great importance, perhaps we should let the experts do their job. She felt that they could come up with as many questions as other people. She felt that they should wait on that.

Chief Williams stated that once they get comfortable with the site they could have the architect do a more detailed study of what it actually looks like and then we can articulate what that is and why it works. They can open that up for community review which would be useful.

Trustee Hopkins stated that he didn't want to get too far along and some residents don't know what they are talking about or the fact that we are putting in a \$20 million dollar police station. He felt that they should be aware of what we are doing.

Administrator Salmons stated that she thought there would be an article on the website in a few days talking about the Board's discussion.

Bushhouse stated that he did not hear a complete consensus on all the ideas he was to consider.

Trustee Deyne stated that they talked about additional land acquisition.

Administrator Salmons stated that she has a compiled list.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
February 2, 2016**

---

Trustee Camerer stated that as they talk about the land acquisition, would it be possible to envision what it would take to put the new addition in the current parking lot of the police vehicles with the thought of potentially putting secure parking across the street, even for police vehicles.

President Wallace asked if there were any objectives that would consider moving another story onto the Village Hall?

Bushouse stated that he didn't know if this building was designed to have another floor added.

There being no further business to discuss, Trustee Deyne moved to adjourn the Committee of the Whole meeting and that motion was seconded by Trustee Camerer.

**ROLL CALL VOTE TO ADJOURN**

AYES: Trustees Arends, Camerer, Carbonaro, Deyne, Hopkins, Reinke

NAYS: None

ABSENT: None

**MOTION CARRIED**

The meeting adjourned at 8:09 p.m.

Lorna Giless  
Village Clerk

LG/