

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2016/17 Proposed Budget Minutes  
March 8, 2016**

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**CALL TO ORDER**

President Wallace called the Committee of the Whole meeting to order on the above date at 6:02 p.m. in the Council Chambers.

**ROLL CALL**

**PRESENT:** Trustees Camerer, Carbonaro, Deyne, Hopkins, Reinke and President Wallace answered present.

**ABSENT:** Trustee Arends (arrived at 6:03 p.m.)

**ALSO PRESENT:** Administrator Valerie Salmons, Assistant Village Administrator Paula Schumacher, Finance Director Jeff Martynowicz, Assistant Finance Director Todd Dowden, Information Technology Coordinator Chris Hostetler, Director of Public Works Dan Dinges, Community Development Director Jim Plonczynski, Building Director Brian Goralski, Head Golf Professional Phil Lenz, Grounds Superintendent Kevin DeRoo, Food & Beverage Manager Paul Petersen, Chief Kent Williams, Deputy Chief Patrick Ullrich, Deputy Chief Joe Leonas, Clerk Lorna Giles.

President Wallace asked staff to begin the proposed budget meeting and recognized staff, stating that the Board has done a very diligent job in asking staff to cut their budgets over the last couple of years by about \$1.8 million. He applauded the staff for working so hard, especially with some of the last minute changes that needed to take place.

The Board did the Pledge of Allegiance.

Trustee Arends arrived at 6:03 p.m.

Administrator Salmons stated that the first department that will present today is Bartlett Hills Golf Course. She stated that the departments will go through some of the goals and objectives which have been accomplished, what they are looking for next year, indices' of activities, staff, training, travel and lastly capital equipment.

**Golf**

Head Golf Professional Phil Lenz stated that revenues are projected to go up by about 12%. They continue to host a number of golf outings. They have a large number of on-line bookings from Golfnow.com. This year they did about \$90,000 in third party bookings and last year that number escalated to \$199,000. He anticipates it will double this year to around \$400,000. They hope to show a profit at the end of the year. They have several events set up for this season and they are excited. Revenues went up 10% for Clubhouse, Midway and Beverage Cart. In September, Food and Beverage sales were at their highest level (\$161,000) due to the remodeling.

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He spoke about the golf simulator and stated that he thought they would do about \$5,000 in revenue this winter. They will approach \$10,000 plus and about \$2,000 in food and beverages. It was a nice way to keep the clubhouse active.

Under Capital Outlay they are requesting the following: Clubhouse Water Heaters for \$30,000; Clubhouse Roof at \$32,000; Verandah Decking at \$18,000; Painting of Clubhouse Trim for \$16,500; Parking Lot Resurfacing at \$150,000; Kitchen HVAC Unit at \$66,000; Cart Room Flooring at \$28,000.

Trustee Reinke stated that this is great news. They have worked really hard and turned things around.

Trustee Camerer stated that he has heard that maybe they will have two golf machines next year. If so, where would you put the second one.

Lenz stated that there is a request to do leagues and you need more than one simulator. The problem is that they really don't have the space.

Grounds Superintendent Kevin DeRoo continued with Maintenance. He stated that Capital Outlay requests include: Two – 22" Walking Greensmowers for \$16,000; a Utility Tractor for \$31,500; Greens Sand Topdresser for \$12,500. The rest of his budget is the same as year's past. His budget increased by 1%

Food and Beverage Manager Paul Petersen stated that he had no additions to Personnel and no Capital expenses and his Professional Development remained the same as last year.

Administrator Salmons stated that they were having some problems with the credit card reader at the Midway house. They had I.T. out and were unable to solve it. They are burying a line that will go from the Clubhouse to the halfway house. They put in a direct line and it will certainly make economic sense since credit cards are used extensively. They also purchased a second remote reader so both beverage carts will have one.

Petersen stated that his line items in Food & Beverage Restaurant are down about 5% and there is no Capital Outlay.

Petersen proceeded to Food & Beverage Banquet and stated that there was no Capital Outlay and it has a 2% increase.

Trustee Carbonaro asked what items were in "Service Agreements".

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Administrator Salmons stated that the page following the "Line Item Detail" has a detailed description of the items that make up this total.

Trustee Reinke asked about "Bank Charges" at \$3,750. He stated that it was not unique to this department. Do they need to shop around for a different bank. It seems the bank charges are significant.

Administrator Salmons stated that they definitely will look at that.

Petersen stated that they are credit card fees for the initial deposit for banquets as well as the \$1,500 second deposit. They require that the final payment be done with cash or check. The slight increase in credit cards can be attributed to the Midway, Clubhouse and Beverage Cart since those revenues went up significantly.

Lenz stated that the amount of cash they take in at the Pro Shop on a daily basis dwindles every year. Everyone pays with a credit or debit card.

Trustee Camerer asked if the Pro Shop and Restaurant have the same credit card company.

Lenz stated "yes" they do.

Trustee Camerer stated that there are various other terminal companies out there that offer better rates. He thought they could explore this idea.

Lenz stated that they will certainly explore that idea.

Petersen talked about Food & Beverage Midway and stated that they made a good profit with record numbers last year.

Trustee Deyne stated that early on, the quality of the sandwiches left something to be desired. He commended staff on the quality of the food now.

Trustee Arends stated that they went to the fish fry and it was outstanding.

Administrator Salmons stated that the Easter reservations are half way sold out.

Petersen stated that the important thing is to keep on marketing the expanded facility.

Trustee Arends stated that she recently ate at Villa Olivia which is a lovely facility, but Bartlett Hills had better service and a much, much better atmosphere.

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President Wallace would like to see some type of attempt to increase the visibility of the Golf Course sign. He recently drove past the Villa Olivia sign which is very welcoming. He would like to find a way to take advantage of the thousands of cars driving down Route 59.

Administrator Salmons stated that when they moved the sign last, it was the only spot they could put it in. They will take another look to see if there is another location to move it to.

President Wallace stated that there are a lot of trees by the tee box. They could move it on the hill so it can be seen on both sides. There has got to be a way to create a significant sign. He thought they were wasting an opportunity.

**Building**

Administrator Salmons stated that she was told in the staff meeting today that they had 80 permits issued today.

Building Director Brian Goralski stated that the Building Department is going to have another busy year and has been providing safe buildings, healthy businesses for over 67 years. He stated that his department continues to monitor the vacant homes and by doing so, they have greatly improved the Village's appearance and safety in these homes. They have conducted 500 Vacant Building Registry (VBR) inspections this past year and registered 90 vacant homes. His department remains busy with miscellaneous permits and continues to flourish. He estimates 19 residential homes this year. He stated under Personnel, he is proposing that the part time Data Entry/Secretary becomes a full time position for support. They will keep the General Inspector position open and he and his assistant will assume the building and annual inspections.

He stated that his Professional Development budget has been reduced and Professional Associations are the same.

Trustee Hopkins asked if residents can go on-line and request permits.

Goralski stated that you can download the information but you have to come in to submit it.

Trustee Hopkins stated that other municipalities in the area allow some miscellaneous permits to process on-line which might reduce staff time.

Goralski stated that they would still have to monitor that. They get a lot of requests on-line daily via e-mail that they review. They would still have to submit a lot of documents

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which would entail scanning. He felt that this would involve a lot more phone calls and he didn't think that the existing municipal software supports this. He will look into this.

**Community Development**

Community Development Director Jim Plonczynski stated that his department is responsible for subdivisions, zoning, FOIA's, GIS, staffing the various commissions, handling the TIF districts, economic development. His staffing remains the same. They see a big increase in FOIA's. There are no Capital requests. His Professional Development and Professional Association remains the same. His total expenses have increased by about 1%.

Trustee Reinke asked when they board up property, do they ever turn around and lien them?

Plonczynski stated that the one they are boarding up right now will have a lien but it's been vacant so long, they will not get anything from it.

President Wallace asked if there was a brewery interested in coming to town.

Plonczynski stated that there was a micro-brewery looking at the Village for possible relocation.

President Wallace reiterated that Bartlett will be the barricade capital of the United States with the addition of a new barricade company coming soon. He asked about the latest information from Albertson's. He had a meeting with the president who said that they may have someone on the hook.

Plonczynski stated that they were told that there would be an announcement by the end of February and that has come and gone. They have been in touch and were told that they are still working on the mentioned deal but are not ready to relinquish anything yet.

Trustee Reinke stated that he had a number of residents complain about the old Dominick's site and wondered when was the last time it was inspected.

Plonczynski stated that they sent a Code Officer out there and he is going to write them up for some code complaints. He stated that he has not been inside that building for some time.

Trustee Reinke stated that buildings don't like to be unoccupied and with all the resident complaints he thought it was time to start addressing that.

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Plonczynski stated that the Code Officer noticed some trash and debris and general untidiness. That could very well be caused by the current tenants. They will talk with the owner of the building of which they are in touch with pretty regularly.

President Wallace concurred with Trustee Reinke. It is time to turn up the heat on this building. If it is going to remain vacant, it should be pristinely vacant.

Trustee Deyne thanked staff for the presentation and stated that he was very excited about the additional development for next year in the respective business parks. He stated that the Strategic Plan session was this weekend and he wondered about the interest in TIF from businesses. Are any potential occupants walking away because there is not an available TIF in the downtown area?

Plonczynski stated that the term they hear from almost everyone, is that they are looking for an incentive to come in. Whether that means a TIF or a 6B tax incentive or sales tax. They do hear about a want/desire for some kind of TIF in the downtown for redevelopment. They hear it in other places also, like 59/Stearns and other locations.

Trustee Deyne stated that he knew that Elk Grove had a business that was going to relocate and somehow they were able to keep them with the 6B tax incentive.

Plonczynski stated that Elk Grove Village is the “king” of the 6B incentives. They do a lot of them because they are in Cook County.

Trustee Deyne stated that judging from the reaction that this Board had with the downtown TIF before, he would look forward to using something like that to promote businesses in this area. With the Strategic Plan session coming up on Saturday, he asked for more information on this and how it works.

Plonczynski stated that in Cook County there are a number of property tax incentives. He stated that he is familiar with the 6B incentive because they did it with Siebert Landscaping. They will also see it in the future because they are working on a development that wants to request those again. The other incentive for the downtown area in Cook County which several of our business take advantage of is the Mixed Use Classification. They are classified because they have a rental apartment upstairs. They have existing businesses that take advantage of that as well as new ones in the future. He stated that he will send out the 6B incentive information because that will be coming to the forefront fairly soon from some recent requests. They have used it in the past as an incentive that the Village has to endorse and then the Cook County Board must approve.

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Trustee Hopkins spoke about the old Dominick's at 59/Stearns and asked if there was an incentive like a TIF district or a Special Service Area, would it be rented right now?

Plonczynski stated "no". They have offered a sales tax incentive.

Administrator Salmons stated that they could do a sales tax incentive and in that type of a facility it is pretty substantial. Given that, and the Board's willingness to do it in the past, has not raised any interest level. She stated that at some point, they are looking at chopping up the space and making more manageable sized units. Hopefully that will be more successful.

**Public Works**

Public Works Director Dan Dinges stated that Public Works consists of Streets, Water, Sewer and Parking.

**Streets**

He stated that the Streets Department has a 7% decrease mainly due to the Village Hall Janitor moving over to the Water division. They have seen a reduction in the salt use because of the mild winter. They have met their minimum order.

Administrator Salmons stated that they have been using beet juice mixed with the salt which has given them the ability to use less salt and do something green.

Dinges stated that they have increased the LED lights and did about 72 of them this year. They continue with staff doing pavement patching and mud jacking of sidewalks.

In regards to Personnel there are no requests. The Assistant Public Works Director position continues to be vacant along with the Janitor. They are proposing to continue that vacancy.

He stated that his Capital Outlay consists of the following: Two large Dump Trucks but they are proposing to replace just one of them for \$129,000; One Small Dump Truck for \$68,000; One Street Sweeper for \$260,000; Locating Equipment, Pressure Washer, Steam Cleaner, Hydraulic Lift have been pushed to next year; Rock Drill for \$2,500; Hydraulic Saw for \$2,500; Hydraulic Breaker for \$9,000; Plate Compactor for \$2,000; Walk Behind Saw for \$6,000 will be pushed to next year; 4 Wheel Drive Tractor for \$45,000 which is due for replacement. They pushed back the Village Hall parking lot resurfacing pending the decision of the Police Department; Schick Road Bridge Repairs for \$100,000 (funded through MFT). Everything else remains the same as last year with the exception of a couple additional Professional Development seminars.

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Trustee Deyne asked why the Streets division has 0.34% of a Public Works Director.

Dinges replied that his salary is shared between the three divisions.

Trustee Camerer asked how the arborist is coming along with the hanging flower baskets.

Dinges stated that they have them ordered but it is too early to hang them.

President Wallace asked about the age of the Dump Trucks that are being replaced. It doesn't seem like a 2007 truck is too old. Do we get rid of them because they are trying to get some money from the trade-in?

Dinges stated that one of the main issues is that in 2007, they bought 6 large trucks. They are trying to spread out the replacements over the years.

Trustee Hopkins asked if there was a trade-in value for the trucks as well as the street sweeper?

Dinges stated "yes".

President Wallace stated that in his "Authorized Staffing" he has a Director, Assistant Director and Civil Engineer. He asked if he did all three of those jobs?

Dinges stated the Civil Engineer is Bob Allen and the Assistant Director is vacant.

#### Water

Dinges indicated that they have no additions to staff. They had two positions leave and they are filling one of those and are proposing to have two senior maintenance workers instead of one. One of the senior's will be more for the system maintenance, doing hydrant repairs and water main breaks. The other will do the wells, pump stations, and water towers, etc.

He stated that there was not a lot of Capital Outlay but the Main Street Pump Station needs a new roof for \$16,500; Desktop Computer for \$1,550; Level Control Panel for Villa Olivia Water Tower for \$32,000; EZ Valve at Kathy Lane for \$5,800; Pressure Reducing Valve at \$8,500; Hydrant Flushing Unit at \$2,000.

The Professional Development and Associations had no changes from last year. This budget reflects a 0% change.

Trustee Hopkins asked when they switch to 100% Elgin water are we going to add any elevated storage tanks?



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Dinges stated “yes”, they have elevated and ground storage. They will have ground storage at the new pump station and they still have to locate the elevated but they think it will go in one of the business parks.

Trustee Hopkins asked if they could put one at 59 and West Bartlett for the golf course signage?

Administrator Salmons stated “in the shape of a golf ball”?

Trustee Reinke stated that it was not a bad idea. He asked if the water tower by Villa Olivia was a Village tower? The paint is a little rough on that tower and if the Park District wants the advertising, they should be happy to help defray some of the costs.

Dinges stated that they have contacted him regarding when it will be painted.

President Wallace stated that it won't say Villa Olivia on it any longer if we paint it.

Sewer

Dinges stated that the Sewer Department is proposing a 1% decrease. They currently have four operators and are proposing to go to three operators. They have one Senior Maintenance Worker and are proposing to go to two. The camera they bought last year is used quite frequently. They would like guys cleaning the sewers so they can stay ahead of the sewer televising. They took the old police command vehicle and turned it into their televising truck. It is working out very well.

Administrator Salmons stated that they got that from the Fire District many, many, years ago – it was a retired ambulance.

Dinges stated that once the camera gets down in the sewer, it is remote controlled so they can be in the truck and operate it.

The Capital Outlay requests include: Sewer Cleaner Truck for \$430,000 was NOT funded; Apple Orchard Lift Station upgrade for \$50,000; Dodge Caravan for \$27,000; Elevator Arm for Sewer Camera for \$14,000; Gas Monitors for \$10,000; Electrical Panel at Campanelli Lift Station for \$8,000.

Professional Development and Professional Associations remain the same.

President Wallace talked about the increase in management and decrease of an operator. He asked him to explain the differences in their duties.

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Dinges stated that the senior is a crew leader so he can have the maintenance workers under him and lead that team. They can send them off and there is a guy in charge. When you are doing the televising for sewer, you want someone in charge to take the lead. They also make sure that everything is being done safely, properly and efficiently.

President Wallace asked if they were promoting operator's? What is the financial difference?

Dinges stated "yes". It is about a \$2.00 per hour difference. One of those seniors will be mainly focused at maintenance at the treatment plant and the other senior will run the crews out in the system.

Trustee Hopkins asked how many sewer connection services they have in DuPage County? How many sewers drain to the water reclamation in Bartlett?

Wastewater Supervisor John Pullia stated that they have 13 lift stations in DuPage.

Trustee Hopkins stated that all the residents in DuPage County drain to Bartlett's water reclamation and we treat that water. Those residents pay more on their water bill for that service. In the sewer summary, how is it broken down to see how much money they actually collect from the DuPage residents to cover the services of Bartlett's water reclamation?

Finance Director Martynowicz stated that in the Finance Department when they do their water and sewer billing, they know who has DuPage sewer and who has Cook sewer. There is a difference in the rates for DuPage so they know how many accounts they have at any given time and what those different rates are. They are able to calculate the revenue to cover these operations.

Trustee Hopkins asked if they could actually make a chart and show what all the expenses are for the actual water reclamation, income, revenue, from the DuPage side to fund this?

Martynowicz stated that they can determine the revenue and come pretty close to the expense.

Trustee Camerer asked if that was because he didn't think he pays enough on the Cook County side and wants to pay more?

Trustee Hopkins stated that he should not be paying anything.

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Parking

Dinges stated that there is not much change. The Capital Outlay consists of the following: 2 Snow Blowers at \$4,500; Parking Lot Crack Sealing, Sealcoating, Striping at \$20,000.

Trustee Hopkins asked if any commuters complain about walking from the west end all the way to the train station?

Dinges stated "no".

Trustee Deyne stated that he hears about the split station constantly.

The Board took a five minute break at 7:15 p.m.

The Board resumed at 7:23 p.m.

President Wallace stated that he would allow a resident to speak to the Board.

Carol Miasco, 1215 Triple Crown Court

Ms. Miasco stated that they had a very mild winter this year but you wouldn't know it by looking at her parkway. She had an issue with the snow plows tearing up her lawn. She stated that these damages were caused by the contractors that the Village hired. She lives in a cul-de-sac and the snow gets piled in front of her home. She has put up with this for 23 years. In the past, the Village has attempted to fix the damage with grass seed and dirt and maybe she would get grass by August and it won't be the same color. This is not her idea of fixing it. She would like them to keep a better eye on the contractors. The Village plow trucks do a wonderful job but the contractors are worthless.

Trustee Deyne stated that they will have Dan Dinges come out to her house to physically see the damages.

Dinges stated that they will take care of the damages and address the situation with the contractors to make sure that they get it corrected.

**Finance Department**

Finance Director Jeff Martynowicz stated the Finance department budget has decreased 4% from last year. It has decreased its staffing by 1-1/2 full time equivalents. The department secretary will be held open. They are proposing to re-classify a full time water billing clerk to part time.

They have been notified by the Public Works #150 Collective Bargaining union that their agreement is set to expire on April 20, 2016 and they will begin the negotiating process

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to start a new successor contract. They will continue to manage the five year Capital Budget and yearly Operating Budget to ensure a balanced budget and cost-effective expenditures throughout the organization.

The Finance department budget has decreased 4%. They are not requesting any new personnel and have no Capital Outlay. His Professional Development has remained the same as well as Professional Association.

Trustee Deyne asked who is picking up the slack for the finance secretary.

Martynowicz stated that they shifted the responsibilities between himself, Todd Dowden and staff members in the Finance department.

Trustee Deyne asked if it was difficult to operate that way?

Martynowicz stated that it was a change.

Trustee Deyne asked if in the future months if they had to replace the finance secretary, what would the salary range be?

Martynowicz stated \$40,000 to \$45,000.

Trustee Deyne asked how long they can continue under the current conditions?

Martynowicz stated that they got through the budget and over the last year they have been able to do the daily operations pretty efficiently. He is confident they can get through another year.

Trustee Deyne asked if they replaced the secretary at \$45,000, how much would that change the finance expenditures.

Martynowicz stated that he thought they would still be down or pretty close.

President Wallace asked how many people process the manual checks for water and sewer? The postage is \$29,000 per year.

Martynowicz stated that the water bills are now printed outside of the office and they save money on postage.

President Wallace stated that it seems at some point we should not need so many people to process manual checks. Perhaps a way to do it on-line.

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Martynowicz stated that as far as collection goes, they have a lockbox. When you write a check for your water bill it goes to First Eagle Bank which gives them a phenomenal rate to process. They send an electronic file and transfer the cash. They have direct debit and on-line checks. They have an account with Chase Bank because so many people bank through Chase. They also have the ability to take credit cards through Illinois E-Pay. They have a senior oriented part of the Village and they love to come into town and pay in person.

President Wallace stated that he looked back on previous years and it seems that we are gradually reducing staff and it is probably from automation. He wondered what that looks like in the future?

Martynowicz stated that being able to contract out the printing of the water bills really gave them the opportunity to scale back that Clerk. His goal is to cross-train her to do more in the Main Office with answering phones, etc.

Trustee Camerer stated that one of his patients asked him why she was sending her water bill to Streamwood? He did a little research to find that the Village is saving money by having the banks do the work that the employee's would have to do.

Martynowicz stated that if they did not have that service, they would have to have at least two other Billing Clerks.

Trustee Camerer stated that is great.

Martynowicz stated that over the last five to six years, the Main Office had 4-1/2 full time employees. They are now down to 2-1/2. He did not want to lose perspective of that because that operation, the collections, has been reduced over the last 5-6 years.

Administrator Salmons stated that over the past 5-6 years, they have reduced the workforce by 12 employees and they have not replaced any of them. They have taken on some part time in the Building Department for inspections because those were necessary. They have eliminated the Janitor this year, which has been interesting since Jim Plonczynski picks up the recycling and she cleans her own carpet in her office. While there may be departments who would say that they would like to get staff back and make things easier, she didn't anticipate, given the budgets they have, that they will be doing that. She thought they were doing okay.

Trustee Reinke stated it sounds like they are doing better than okay.

Trustee Hopkins stated that a lot of people from ComEd and Nicor get their bills electronically. Do you ever see that happening at the Village?

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Martynowicz stated that the issue is cost. Our financial system may be able to do that but it would be a substantial upgrade to do e-bills. They do get these questions every so often and the goal is to try to hold back costs, especially in water billing, to keep the rate as low as possible. They will take a look at it in this upcoming year as they get ready to look at their software.

President Wallace stated that it is something that they may want to phase in because some people will never want an e-bill.

Trustee Hopkins asked if the bank picks up the tab with a foreclosure?

Martynowicz stated "yes".

Trustee Reinke stated that when the judicial deed is recorded, in order for the Recorder's Office to record it they have to have the Bartlett Transfer Stamp fixed. He asked about the ordinance codification and questioned why it went from \$8,500 last year to \$6,800 this year? That is a significant decrease for what he thinks is too expensive of a service. How are we saving that money?

Plonczynski stated that most of that was because the Building Code was completely revised and there were several Zoning amendments. This year they don't anticipate that many code changes.

Trustee Hopkins asked if there were other organizations that do this?

Plonczynski stated that he was sure there was but they are all expensive.

Chris Hostetler began his review of the Central Services budget and stated that it funds the items that can't be easily assigned to any individual department. The overall budget is down by 1%. The Capital Outlay consist of the following: Replacement of Phone System for \$265,000 was NOT funded; Squad Car Video Storage Server and Archiver for \$22,000; 5-Squad Car Video Recording System for \$16,000; 24 Toughbook Computers for squad cars at \$96,000 was requested last year and will NOT be funded this year; ArcGIS Professional License for \$8,400; Copier for Administration for \$21,000; Copier for Finance for \$21,000 was NOT funded; Copier for Main Office for \$6,500.

Trustee Camerer asked if they purchase these copiers outright?

Hostetler stated that they do.

Trustee Camerer asked why they don't lease them?

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Hostetler stated that the opinion of our Finance Department is why should they pay somebody or pay extra in the way of financing. They have an equipment replacement fund. When we buy a copier, starting with year one, they start putting money away into the equipment replacement fund so by the end of the five years they are able to purchase. The idea is that they earn the interest rather than paying them interest to lease. That is the approach that they have always taken.

Trustee Camerer stated that is a great idea.

Trustee Deyne stated that when he used to lease copiers for his business, they always had a service contract that worked in conjunction with the leasing arrangement. Any repairs or maintenance was covered under this agreement. He asked what the warrantee was on the copiers that they purchase.

Hostetler stated that they maintain service agreement for all of the copiers. This is also an item they look at when they purchase the copier and part of the negotiation. When he negotiates a copier purchase, he doesn't focus so much on the price as much as the maintenance agreement. He doesn't allow for any increases in the five year life that they expect.

Trustee Deyne asked if there was any resale value?

Hostetler stated that there was some trade-in value but not a substantial amount.

Trustee Hopkins asked what the difference was in the \$6,500 copier and the \$21,000 copier.

Hostetler stated that one is a color copier that is capable of handling a large load. The \$6,500 copier is pretty much for the Main Office and able to make a quick black and white copy.

Trustee Hopkins asked if they could purchase a cheaper one if they got most of their information electronically like the budget?

Hostetler stated that they have been moving towards purchasing fewer printers and using the copier more because they get a better price per page. He would hate to reduce the quality of that machine if they are eliminating printers.

Trustee Reinke recalled that the Toughbook Computers for the Police Department were put off last year and was concerned about officers in the field and reliability. He wanted to make sure that all the officers had what they needed to be safe and do their jobs. Is

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reliability going to be an issue for the police department? He is not in a hurry to spend \$96,000 but if they need to do it for officer safety and service then they should.

President Wallace stated that he would rather have the Finance department computers go down rather than the Police Department.

Chief Williams stated that he appreciated their concerns. Chris has been all over that and he has been monitoring it. They are pretty comfortable with the phased-in system that he has developed over the years.

Hostetler stated that Professional Development and Professional Association is reduced from last year.

Trustee Reinke asked about the Koehler Field Alarm System Maintenance Agreement and he asked how much it costs to maintain Koehler Field? He asked if they could talk about this at a subsequent meeting. He asked about the Council Chamber sound system and asked if they would be able to hear each other in here?

Hostetler stated that it was just maintenance. They are trying to keep things bare bones. It is really just about keeping the lights on these days. The phone system is one item that may be the thing to spend some money on rather than being able to hear yourself.

Trustee Reinke stated that he was lost. He asked what the \$2,000 line item would do for them?

Hostetler stated that it was just maintenance. If one piece of equipment dies on them in the Chamber, that is \$2,000.

President Wallace stated that he is continually impressed by the ability for him to call some places and have that person respond to almost every answer he has with a VOIP. He understands how everyone feels about a live person to answer calls here at Village Hall but at some point we may have to consider the cost of an employee versus a phone system that will answer that phone. At some point we are going to have those numbers. It's not "if" it is ever going to happen, it is a matter of "when" it will happen. There is automated phone systems that sound exactly like somebody that can respond to every call and route them. It's cheaper and does not have insurance or retirement and does not go on vacation. At some point down the line since we are considering a new phone system, what's the plausibility of having that auto generated system.

Administrator Salmons stated that the analysis for that is that they don't have anyone that just answers phones. You have to look at that pretty carefully and say, if the first call is going to be to a computer, who at the front desk could you get rid of. They are down to



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2-1/2 people who deal with people all day long. Then, when it goes to a department that has no secretary to answer the phones for the seven staff positions. That may be overestimated in terms of what they would save. She realizes that it will probably come at some point and that's too bad. She has always said that she thinks they should "cling tenaciously to the vestiges of human contact" and she thought it went a long way with the residents. If it saves them real money, certainly they have to do that, particularly when we are looking at a seventeen year old phone system that we can't even find parts for. Chris was delighted the other day when he found a couple of businesses that were eliminating their systems because that meant that we could scavenge some of them. Certainly, they are prepared that in the middle of the year it may fall apart and prepared to respond quickly. If they can stretch it out one more year with the issues they are going through, she thought they should do it.

President Wallace stated that it never ceases to amaze him when he walks into his office and they have the push button phones. The phone system has to be older than twenty years.

Hostetler stated that the only place he can find replacements is on eBay and it is getting extremely difficult to find.

**Administration**

Assistant Village Administrator Paula Schumacher stated that they got a text from Scott Skrycki this afternoon saying that he was sad that he could not be here tonight. This is his favorite night of the whole year. She stated that their budget proposed a 0% increase over last year. It does not contain any Personnel or equipment requests. She stated that it maintains current programs, services and staffing. Earlier this summer the Board looked at the two biggest dues paid for conferences, the Northwest Municipal Conference and the DuPage Mayor and Managers and decided to maintain memberships in both of those. Some of those dues did come down so there is a slight reduction in that line item as well as subscriptions and publications which are moving more towards digital. The big issue is the Civic Funding. The proposed budget does not account for the new requests received and was budgeted at the previous year's amount.

Trustee Deyne suggested that they talk about this at the next meeting.

Trustee Reinke stated that he thought the line item should remain the same. Clearly, the intent was not to increase the expenditure. For the purpose of the budget we are reviewing now, he did not think that the line item should increase.

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Trustee Carbonaro agreed. He stated that unfortunately, they did make some major cuts to the budget as well as the revenue stream. He did not think that this was the year to expand that part of the budget and they should just leave it as is.

Trustee Camerer agreed with Trustees Carbonaro and Reinke. He would like to see a way of evaluating the requests that are coming in. In the academic world, they use a rubric. A rubric allows you to give a grade to a paper by meeting certain formats. He would like to see the staff create a rubric that says if these certain criteria are met than this organization would get this much money.

Administrator Salmons stated that they are actually half way there. If you look at the ordinance, it lays out about 5-6 standards. What they don't have to make it an effective rubric is that there is no points awarded towards it. We actually have taken a look at having a point system but are not quite done. They are going to try to add a point system to the ordinance.

Trustee Carbonaro asked if they agree to leave this as is.

President Wallace asked what he meant.

Trustee Reinke stated that the current line item is the same as last year.

President Wallace stated that this is a tricky situation primarily because it is so subjective and almost impossible to put into a grading mechanism. We will work on it this year and next year. He was not sure if he liked the term "rubric".

**Professional Services**

Administrator Salmons stated that the Actuarial Consultant does the Police Pension actuarial every year and they split the cost with police pension to accomplish that. She stated that Professional Planners was budgeted at \$5,000 and that amount is the remaining amount they owe on the TOD plan. She stated that Legal Services has no change and covers the prosecutor, Bryan Mraz, labor attorney, local adjudication attorney and contingencies. Engineering Services went down because the two major projects are completed. The IRMA premiums and deductible payments have gone down and they received credits. They have not gone down as much as last year.

**Police Department**

Police Chief Kent Williams stated that his budget is flat with no increase. It still represents a budget that supports their model of serving with care and protecting with confidence during their over 30,000 police contacts per year with residents and non-residents of the

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Village of Bartlett. This budget represents a philosophy more than just numbers on how to provide tools, training, competencies, confidences, reduced fear, reduced anger and predictably professional police performance on a regular basis. There were no requests for Personnel this year. They stayed dedicated to the directed patrol team which provides overt and covert police practice to reduce the nuisance complaints. It has proven a tremendous success. They have one of the more highly trained cyber investigation officers in the mid-west. They won 4<sup>th</sup> place for National Night Out in the entire nation. They are dedicated to reducing expenditures with grants and anticipate about \$170,000 from the state and federal. They received their seventh accreditation award and have been dedicated for some time. They are considered a model agency for other agencies throughout the international law enforcement community. Approximately 3% of law enforcement agencies are accredited and of those, 2% have received the excellence award four times. The local adjudication program is in full swing and has proved beneficial to members of the community. They also initiated their first teen police academy through the high schools and it has been a tremendous success. The second citizens police academy has gone off and become a hallmark for community relations within the Village. They were instrumental in starting the STAR Team (Serious Traffic Accident Reconstruction). They team up with other communities and this saves money. They continue to remain on-point for the heroin response. They have saved over 50 lives in DuPage County.

He stated that there were no requests for additional personnel. He talked about his vehicle replacement allocation and stated that they requested the following items: #1 - 5 Patrol Vehicles (based on a 3 year rotation) (5 @ \$33,000 each); #2 - 2 Community Service Officer Vehicles (pick-ups) of which one was NOT funded (1 @ \$33,000); #3 - Crime Prevention Unit Utility at \$33,000 which was NOT funded; #4 - Crime Prevention Unit Utility at \$33,000; #5 - Directed Patrol Team Sedan at \$33,000; #6 - Property Control Officer Sedan for \$33,000 was NOT funded; #7- Investigations Sedan for \$33,000; #8- Community Service Officer Vehicle for \$33,000; #9-Emergency Vehicle Light Bars at \$19,500; #10 - Police Radar Units at \$14,000; #11 - Sage Two Shot Launcher at \$9,600; #12 - Tactical Vests for Warrant Team at \$6,900; #13 - AR-15 Patrol Rifles at \$3,600; #14 - Holographic Weapon Sights for Rifles at \$2,000; #15 - Verizon Trunk Modems at \$12,600; #16 - LED Mighty Flares at \$6,985; #17 - Gas Masks at \$5,025; #18 - Gas Mask Filters at \$2,784; #19 - Dell Laptop for \$1,000; #20 - 2 Rugged Computers for \$9,000 of which one was NOT funded; #21 Double Crime Scene Barrier System for \$5,500; #22 - Polaris ATV Trailer at \$1,000; #23 - Drug Investigations Recording Device at \$5,000; #24 - Commercial Refrigerator at \$3,700; #25 - Stand Up Freezer for Evidence Storage at \$3,000; #26 - Outdoor fixed surveillance camera for \$5,500; #27 - Cell Phone History Reader for \$2,200; #28 - Solar Flashing School Speed Zone Signs at \$12,000; #29 - Gas Mask Fit Test Machine for \$12,810; #30 - 2 Police Bicycles at \$3,000; #31 - Solar Message Board Trailer for \$19,500 was NOT funded; #32 Speed Trailer for \$9,200 was NOT funded; #33 - Telephone Voice Logging System for \$17,000 was NOT funded;

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#34 – Bi-Directional Amplifier for \$100,000 was NOT funded; #35 – Toughbook Computer for 4<sup>th</sup> CSO Vehicle for \$4,500; #36 – National Night Out Mascot Costume for \$4,000; #37 – Crime Prevention Air Inflatable Displays for \$1,800; #38 – Police Body Cameras for \$28,000 was NOT funded; #39 – Police Body Camera Video Storage for \$80,000 was NOT funded.

Williams stated that \$60,000 was cut from his Professional Development budget so it remains at the same numbers as last year as well as Professional Associations.

Trustee Camerer asked about the \$4,000 for the National Night Out mascot costume.

Williams stated that their competition across the nation who is consistently beating them have all invested in their costume. He stated that he asked for this many years ago because he could see this was where they were trending.

Trustee Reinke asked if he finds that his target is really the children and they are more attracted to a better conditioned McGruff?

Williams stated that it is a tool that they would use for generations. They are cleaned and only used for this event and it does create longitudinal relationships. National Night Out is an amazing gem. When they started this about 28 years ago it was a bunch of cops and 7-8 people; now it's 10,000 people and they have successfully attracted teenagers.

President Wallace asked if it could be used at DARE graduations?

Williams stated that it is a much more approachable McGruff and attractive to young kids – it is like a Superman type of thing.

President Wallace questioned item #26 and asked where they were thinking about putting this camera.

Williams stated that it does not have a fixed location. It is used in place of an officer doing surveillance.

Trustee Camerer stated that there are three requests for gas masks and wondered why there were so many?

Williams stated that they send officers into the unknown a lot and whether it be a tipped over truck with fumes, a tanker trailer, barricaded subject that they are introducing gas into. They are actually used more often than you think.

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President Wallace stated that they continually get accolades for being a safe community so he congratulated the Chief and his staff.

Trustee Arends stated that she is always in awe at budget time of how well the budget is presented and all the individual departments are organized. It is always professionally done and easy to understand. She thanked the staff for what they do.

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

**ROLL CALL VOTE TO ADJOURN**

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

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

There being no further questions, the meeting was concluded at 8:42 p.m.

Lorna Gilles  
Village Clerk