VILLAGE OF BARTLETT
COMMITTEE MINUTES

January 6, 2015

President Wallace called the Committee of the Whole meeting to order at 7:38 p.m.

Present: Trustee Camerer, Carbonaro, Martin, Reinke, and Shipman

Absent: Trustee Arends

Also Present: Village Clerk Lorna Giless, Village Administrator Valerie L. Salmons, Assistant Village Administrator Paula Schumacher, Assistant to the Village Administrator Scott Skrycki, Administrative Intern Sam Hughes, Finance Director Jeff Martynowicz, Information Technology Coordinator Chris Hostetler, Community Development Director Jim Plonczynski, Building Director Brian Goralski, Public Works Director Dan Dinges, Public Works Engineer Bob Allen, Chief Kent Williams, Deputy Chief Joe Leonas, Food & Beverage Manager Paul Petersen, and Attorney Bryan Mraz

PUBLIC WORKS COMMITTEE

Metra Waiting Room

President Wallace asked Trustee Reinke to chair the Committee in Chairman Arends' absence.

Trustee Reinke asked Administrator Salmons to review the agenda item.

Administrator Salmons explained that the Board had asked if staff could look at a couple of other options, specifically, the heating lights. As the staff memo indicates, the estimated cost for the heaters would be approximately $6,000. She stated that while that appears to be the most expeditious solution and certainly is the least expensive option, one of the original recommendations – the two gate option – in the long run is probably the best solution. She recommended that the Board approve of Option 3: Install two gates to allow commuters to access the center portion of the station. She stated that the gates could be installed in approximately two weeks

Trustee Camerer clarified that Option 3 would allow the most commuters to come into the station.

Administrator Salmons responded yes and it also allows them in with the ability to keep the coffee portion safe as well as the Metra attendant.

Trustee Camerer stated that it is a great idea for the commuters in Bartlett, but there is the concern regarding vandalism. He asked what the cost would be to install cameras.

Administrator Salmons responded that cameras would probably be installed.

Trustee Camerer agreed, stating that if we are going to do it, we might as well do it right. The cameras would deter vandalism and provide safety.

Trustee Shipman asked who would monitor the cameras.

Administrator Salmons responded that the Police Department would monitor the cameras.

Trustee Shipman asked if the Police Department's system is capable of handling a remote camera like that.

D. Dinges explained that the cameras would record and if there were an incident, the Police Department would go back and review the tapes as opposed to someone monitoring it all the time.

K. Williams added that the cameras will serve as a deterrent and the Department will track what occurs.

Trustee Martin asked if there will be two gates going up, is there any way to position the cameras on the other side.

K. Williams stated that it will be tracked from the most advantageous position.

Trustee Camerer asked if we know how prevalent vandalism is at other stations.

K. Williams explained that it varies.

Trustee Camerer asked how often the station is completely empty. Is the station completely empty for hours on end so someone would have ample time to come in with a can of spray paint? With other people waiting for the train, you would think that would be a deterrent; having people watching other people.

K. Williams agreed.

Trustee Reinke asked if there have been a lot of complaints regarding the current set-up.

Administrator Salmons responded not this year, but last year with the brutally cold winter and small waiting area, there were some complaints.

Trustee Martin asked if the parking capacity is used 100%.

Administrator Salmons responded that it depends; there is less parking used during the summer months and it is usually completely filled in the winter.

Trustee Shipman asked if the existing waiting area will remain.

Administrator Salmons responded yes, and the smaller one will remain open 24/7.

Trustee Shipman clarified that the larger waiting area will be closed at 10:30 p.m.

Administrator Salmons responded yes.

Trustee Shipman asked if the waiting area will close at 10:30 p.m. in the summer as well.

Administrator Salmons responded yes.

Trustee Shipman stated that it will serve as a cooling or a warming center.

Trustee Reinke clarified that the funds for the waiting room will come from the General Fund reserves, rather than the Capital Budget.

Administrator Salmons responded that there isn't a funding source in the Capital Budget.

Trustee Camerer asked what the estimated cost would be to add the cameras.

D. Dinges responded that the cameras would be approximately $2,000, so the estimated total for the entire project would be $20,000.

Trustee Shipman commented that the estimate of $2,000 for cameras is dangerously low.

D. Dinges responded that was the estimate from the electrician, but it would depend on the quality and hard-drive size of the cameras.

President Wallace suggested that the cameras be installed at a later date, after having some experience with the larger waiting room. We could go ten years without ever having an incident and have cameras, after cameras, after cameras. It is such a visible spot anyway.

Trustee Camerer stated that President Wallace is absolutely right. We may never have any vandalism and if that's the case, no need for cameras.

Trustee Martin suggested getting a quote on installing cameras, but not hold up the waiting area project because of that.

Trustee Shipman suggested that staff look at more specific thoughts on the cameras and budget the item for next year.

Trustee Camerer commented that it could be expensive to clean up vandalism, but it would depend on what damage was done.

Trustee Carbonaro stated if the Board is going with Option 3 to include two gates, and the large warming area, there really isn't any need for the existing waiting area. Why keep the area on the other end; the station closes at 10:30 p.m. It's just another area for people to vandalize if it is going to be open 24/7.

Administrator Salmons stated that we would have to change the locks on the doors. She mentioned that there has not been any vandalism in the 24-hour area.

There being no further comments or questions, President Wallace directed staff to move forward with the project.

FINANCE & GOLF COMMITTEE

Civic Group Funding Guidelines

Chairman Reinke stated that the first item on the Finance Committee agenda is the Civic Group Funding Guidelines. He asked Attorney Bryan Mraz to review the item.

B. Mraz explained that the Board has asked for some guidelines because there are wonderful organizations that provide desirable services for the Village, but we are giving out public funds and we are accountable for those public funds. We wanted to have some standardized requirements. The organization would complete the required forms indicating how they propose to use the funds. Under the General Guidelines, the Standard Requirements include:
- Application for funding request
- Submit copy of Articles of Incorporation evidencing the civic organization is a not-for-profit corporation
- Copy of civic organization's bylaws
- If organization if a recognized 501(c)(3) tax exempt entity, submit a copy of IRS From 1023 Application for Recognition of Exemption, and a copy of the organization's most recent audit
- Submit financial statements or other documentation showing all sources and uses of funds for the preceding two years
- Submit proposed budget showing amount and types of receipts and expenditures anticipated for the present and next succeeding one year
- A statement that funds received from the Village shall not be used to pay for any political or religious purpose, to purchase alcohol or private entertainment, or to pay for any operational expenses (such as salaries or facilities)

The criteria for awarding funds to civic organizations:
The Corporate Authorities will set a total amount of funds to be allocated to civic organizations during the upcoming year, taking into account the Village's other financial obligations and past practices. Priority will be given to civic organizations that provide a

service or program that the Village does not currently provide and/or which meaningfully supplement a Village provided service, program, or special public event.

The Corporate Authorities will consider the size of the request for funding; the organization's past history and reputation of the civic organization for community enrichment; the completeness of its Application for Funding Request and submittals in support of its request; past success of the organization's programs, services and events; the number of people served; the cost per person reached; the number of volunteer versus staff hours worked; and such other factors as the Corporate Authorities deem appropriate.

He explained that the funds are taxpayers' dollars and the Board is accountable for that.

Trustee Martin asked if one of the criteria is not met, is that an exclusion.

B. Mraz responded no, it would be up to the Board.

Trustee Shipman stated, hypothetically, that ABC Youth Sports wants to hold a parade downtown and they are not asking for money, but asking for services such as police and public works. He asked if that falls under these guidelines.

B. Mraz responded no.

Trustee Shipman clarified that the guidelines are for cash requests.

B. Mraz explained that Bartlett has all kinds of organizations that have walks, parades, whatever, and the police and public works spend dollars and time, but this is not that.

Chairman Reinke stated that the guidelines are very well thought out. He stated that it is a very difficult balancing act to come up with objective standards and not impinge in First Amendment rights.

Trustee Shipman clarified that the process that is envisioned is that people would submit the application whenever, but their best bite at the apple would be about now for next year's budget. He asked if staff would then review the requests or would they come before the Board.

Administrator Salmons responded that the requests would have to come to the Board because the Board makes the decision during the budget year which, if any, of the current groups they would like to continue to fund. Staff may organize it as part of the budget review, but the Board has to make the decision.

Trustee Shipman clarified that ultimately it will be the Board deciding who gets what, if there are many applications.

Chairman Reinke asked how the guidelines will be adopted.

B. Mraz explained that the Board should, at least, vote to approve the guidelines. He stated that it doesn't have to be done as part of the Municipal Code, as an ordinance, but it could be done that way, in a form of a stand-alone ordinance.

Chairman Reinke stated that if it were to be adopted by ordinance, he would like to see some stronger caveats along the lines of "just because you get the funds this year, does not mean you will get them next year"; it's an annual process.

B. Mraz agreed and stated that it would be a good idea to adopt it into the Municipal Code so people could view it on line.

There being no further comments or questions, Administrator Salmons forwarded the item to the Village Board for consideration.

New Website Demonstration

Chairman Reinke asked Information Technology Coordinator Chris Hostetler to present the website demonstration.

C. Hostetler stated that some of the goals for the website re-design was to make it more modern looking, visually appealing, user friendly and compatible for all mobile devices of all sizes. When visiting the site, you can see that it is very modern looking and very clean. The size requires very little scrolling, if at all, depending on your screen size. There are large graphic icons that bring people to some of the most popular areas of the website. Further down on the page (referring to exhibit), one of the most popular sections of the website was always the Village calendar. Right upfront you can see the upcoming meetings, the upcoming events, which are automatically generated each time an event is added. When you click on "View All Meetings", you are given a nice clean calendar view. If you prefer a "List View", you can easily see that as well. You can filter down, based upon what your interests are. When you click into an event, you get the details of the event along with some tools that allow you to add it to your Google, Outlook, or Yahoo calendar. Another tool that is handy allows you to click on the event's address which opens it up in Google Maps and you can click "Get Directions". Also prominent on the homepage is a section called "Latest News". When you click on one of the new stories, you can read the details, but also get some nice tools. The tools allow you to share a story of interest to you with your friends. You just hover over the "Share", click on Twitter or Facebook and you can easily post the stories. If you see something that you would like to give some feedback to the Village, just click on the "Feedback" button, add your email address and comments and hit "Send". That message will automatically go to staff. If you would like to print something, the "Print" button will print just the story you want. All those things have made the Village's website easier to use.

He explained that we were looking to simplify navigation on the website. That is done by using a "Mega Menu". By using mega menus, you are actually able to see down into the individual departments. You no longer have to click on "Building", for example, and hope that is where what you are searching for is located. You can click directly down into a

department. Also, on the left hand side, we have navigation, but it is limited strictly to the area of interest. When you click into Building, you are only going to get navigation that will lead you to other Building items. The department homepages also feature their own events section and news section. These stories will automatically be geared toward people who have an interest of that particular information based upon what department they have visited. If you visit Community Development, you will see stories related to Community Development; if you visit the Police Department, you'll see stories related to the Police Department.

Another way to simplify navigation was to add a whole new section called "How Do I". What we have tried to do is anticipate the kinds of things that people are particularly looking for when they are visiting the website – how do I apply for a residential building permit – how do I report a problem – how do I request speed enforcement – or how do I pay a water bill. We tried to put all the things that we think people will be looking for. Information will be added or modified as we find necessary. The last thing done was making the website mobile friendly. It is estimated that at least 50% of the browsing that happens, takes place on a mobile device whether that be an iPad or a mobile phone. Many times you go to a site on a device and you end up having to zoom in or zoom out or do a horizontal scroll. The Village's site will now dynamically adjust its layout based upon the size of the screen. (Examples shown on exhibit). It has a touch friendly menu for use on a mobile device. The changes made to the website should really have some positive feedback from the residents and visitors of the website.

President Wallace asked if the new website is live now.

C. Hostetler responded yes.

Chairman Reinke asked if the new website will make it easier for residents to contact the Board.

C. Hostetler explained that contact information is still prominently displayed on the homepage. When a message comes in, depending on the subject of the request, it will go to a particular department. Anything that staff does with that request is recorded, so when they respond to a resident, it is recorded; if the resident responds, that also gets recorded all automatically. We try to gear most of the communication through the form on the website because we have some accountability to the request.

Trustee Shipman stated that the website looks very nice and seems easy to navigate. He asked what the redesign does for staff.

C. Hostetler responded that with the previous website, you really needed to know some HTML in order to do any updating, so it was limited to two staff members. The new site makes updating really simple. Staff, without any web design experience, can navigate the updating system. If you can use a word processor, you can do it. That will help increase the freshness of the content. Also, it has an emergency banner that will allow us to create a banner, if there was an emergency, in a matter of seconds that will show

up on each and every one of the website pages. It would show at the top of the screen, but it can't be avoided. It helps staff in terms of not having to adjust every page on the site. With a few clicks, staff can put an emergency notice out on the site.

Trustee Martin asked if that would include Amber Alerts.

C. Hostetler responded that what the emergency banner is used for is up to the Village.

Trustee Shipman asked if staff can draw some analytics from the site.

C. Hostetler responded yes; it uses Google analytics which has a good statistical analysis that can indicate what kind of browser was used; where they used it; what pages they came in on; what pages they went out on, etc. Staff will be using that information to modify the site if it is indicated that some pages aren't getting much attention; maybe it's lacking content or just not needed.

President Wallace commented that the re-design is well done.

P. Schumacher commented that Chris Hostetler, Gaby Infusino and Kristy Stone spent a lot of time thinking through the system, what would be technical-friendly and friendly to the average user and staff. They did a very good job.

There being no further comments or questions, President Wallace entertained a motion to adjourn the Committee of the Whole meeting to Executive Session to discuss Personnel pursuant to Section 2(c)1 of the Open Meetings Act.

Moved by Trustee Martin
Seconded by Trustee Shipman

Motion carried.

President Wallace adjourned the Committee of the Whole meeting to Executive Session at 8:09 p.m.