



**VILLAGE OF BARTLETT**  
**BOARD MINUTES**  
**December 16, 2014**

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1. CALL TO ORDER

President Wallace called the regular meeting of December 16, 2014 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:00 PM in the Council Chambers.

2. ROLL CALL

PRESENT: Trustees Arends (arrived at 7:02 PM), Camerer, Carbonaro, Martin, Reinke, Shipman and President Wallace

ABSENT: Trustee Arends

ALSO PRESENT: Village Administrator Valerie Salmons, Assistant Village Administrator Paula Schumacher, Information Technology Coordinator Chris Hostetler, Finance Director Jeff Martynowicz, Director of Public Works Dan Dinges, Public Works Engineer Bob Allen, Community Development Director Jim Plonczynski, Building Director Brian Goralski, Head Golf Professional Phil Lenz, Chief Kent Williams, Deputy Chief Joe Leonas, Village Attorney Bryan Mraz, Village Clerk Lorna Gilles.

3. INVOCATION – Pastor Yonts from the United Pentacostal Church of Bartlett did the invocation.

Trustee Arends arrived at 7:02 PM

4. PLEDGE OF ALLEGIANCE

5. CONSENT AGENDA

President Wallace stated that all items marked with an asterisk on the Agenda are considered to be routine and would be enacted by one motion. He further stated that there will be no separate discussion of these items unless a Board member so requests, in which event, that item will be removed from the Consent Agenda and considered at the appropriate point on the Agenda. He asked if there were any items a Board member wished to remove from the Consent Agenda, or any items a Board member wished to add to the Consent Agenda.

Trustee Arends asked that Item 1 under the Public Works Committee, Resolution 2014-100-R, An Ordinance Awarding the 2015 Parkway Tree Replacement Project and the 2016 and 2017 Alternates, and Approving the Tree Supply and Planting Agreement Between the Village of Bartlett and the Fields on Caton Farm, Inc. be added to the Consent Agenda.

Trustee Shipman moved to amend the Consent Agenda by adding Item 1 under the Public Works Committee (Resolution 2014-100-R, An Ordinance Awarding the 2015 Parkway Tree Replacement Project and the 2016 and 2017 Alternates, and Approving the Tree



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Supply and Planting Agreement Between the Village of Bartlett and the Fields on Caton Farm, Inc.) and that motion was seconded by Trustee Martin.

**ROLL CALL VOTE TO AMEND THE CONSENT AGENDA AND ADD ITEM 1 UNDER PUBLIC WORKS COMMITTEE**

AYES: Trustees Arends, Camerer, Carbonaro, Martin, Reinke, Shipman

NAYS: None

ABSENT: None

**MOTION CARRIED**

Trustee Carbonaro moved to approve the amended Consent Agenda and all items contained therein, and that motion was seconded by Trustee Martin.

**ROLL CALL VOTE TO APPROVE THE AMENDED CONSENT AGENDA**

AYES: Trustees Arends, Camerer, Carbonaro, Martin, Reinke, Shipman

NAYS: None

ABSENT: None

**MOTION CARRIED**

6. MINUTES – Covered and approved under the Consent Agenda.
7. BILL LIST – Covered and approved under the Consent Agenda.
8. TREASURER’S REPORT - None
9. PRESIDENT’S REPORT - None
10. QUESTION/ANSWER: PRESIDENT & TRUSTEES

Trustee Reinke thanked the Public Works staff. He stated that he used the GO Request to report a pair of shoes that were dangling from a parkway tree. He stated that Keith Watson followed up with a phone call and he thanked him for the great work.

Trustee Camerer stated that the staff did a great job with the holiday meal and Christmas festivities.

Trustee Carbonaro stated that there was a new appointment that deserved congratulations.

President Wallace stated that the Village Administrator, Valerie Salmons was elected as Chairman of the Board for the Police Law Enforcement and Training Board. He stated



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that he was very honored and it showed well on the Village. He stated that she has put a lot of time and hours on that Board and is looking forward to more good things.

Trustee Arends asked Chief Williams how this reflects upon his position.

Chief Williams stated that it is a huge honor for the Village. It is a very competitive position that takes a lot of years and holds high esteem by a lot of people throughout the state in order to even be considered for that position. He stated that as the Chief of Police, he is honored to have his boss be the Chair of that Board. He stated that it is a very elite position, not to be understated at all.

Trustee Arends complimented the Bartlett Hills staff on the wonderful Christmas party.

President Wallace stated that he recently received an e-mail saying that Bartlett Hills had the best December sales in all its history.

Head Golf Professional Phil Lenz stated that it was the best December "day" that late into the year by golfers. They had 127 golfers on Sunday and 58 on Saturday.

President Wallace asked if there was anything that would attribute to that such as advertising, etc.

Head Golf Professional Phil Lenz stated that he sent out an e-mail blast a couple of weeks ago to let everyone know that the golf course was open. The weather was also a big factor.

11. TOWN HALL - None

12. STANDING COMMITTEE REPORTS

A. PLANNING & ZONING COMMITTEE, CHAIRMAN CAMERER

Trustee Camerer presented Ordinance 2014-98, an Ordinance Approving a Special Use Permit for Packaged Beer, Wine, and Liquor Sales for CVS Pharmacy at Army Trail Road and Route 59. The hours for the Class C Liquor License that the Petitioner is requesting are Sundays through Thursdays from 8:00 a.m. until 10:00 p.m. and Fridays and Saturdays from 8:00 a.m. until 12:00 a.m.

Trustee Camerer moved to approve Ordinance 2014-98, an Ordinance Approving a Special Use Permit for Packaged Beer, Wine, and Liquor Sales for CVS Pharmacy at Army Trail Road and Route 59 and that motion was seconded by Trustee Arends.

Trustee Shipman asked if there were any remaining liquor stores in that strip mall.



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Community Development Director Jim Plonczynski stated that there were none.

Trustee Shipman asked if the hours of this request mirror Walgreens and other retail type of establishments in town.

Community Development Director Jim Plonczynski stated that it does.

**ROLL CALL VOTE TO APPROVE ORDINANCE 2014-98**

**AYES:** Trustees Arends, Camerer, Carbonaro, Martin, Reinke, Shipman

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

Trustee Camerer presented Resolution 2014-99-R, a Resolution Authorizing Applications for and Execution of a Technical Assistance Agreement under the Regional Transportation Authority's General Authority to make such Grants for the Village of Bartlett Downtown Transit-Oriented Development Plan. He stated that the Village applied for and received a technical assistance grant from the Regional Transportation Authority to prepare a Downtown Transportation Oriented Development (TOD) Plan. The budget for this item is \$125,000, but under the terms of the grant, the RTA will pay up to \$100,000 of that cost. To move forward with the Downtown TOD Plan grant, the Village is required to approve of the Draft Project Scope of Services.

Trustee Camerer moved to approve Ordinance 2014-99-R, a Resolution Authorizing Applications for and Execution of a Technical Assistance Agreement under the Regional Transportation Authority's General Authority to make such Grants for the Village of Bartlett Downtown Transit-Oriented Development Plan and that motion was seconded by Trustee Martin.

Trustee Reinke asked what they would be receiving as a result of this study.

Community Development Director Jim Plonczynski stated that the RTA will put out an RFP for planning consultant firms to bid on this project and other similar projects based on the scope of services. They are not the only community that has received one of these and he thought there were about 8-10. He stated that the consultants will submit proposals on these different scopes of services under an RFP. The Village will contract for those services from the selected consultant. The selected planning consultant will prepare a transit oriented development plan that will follow this scope of services. He stated that it will basically be an evaluation of the downtown and a plan to help improve the downtown.



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Trustee Reinke wanted to make sure that they are not spending \$25,000 of Village funds to study “planters”.

Community Development Director Jim Plonczynski stated that it will be a broad based study of the downtown area; business attraction; how to relate; opportunities for redevelopment areas; opportunities for residential as well as commercial. He stated that it is a pretty involved analysis of the downtown and the result will be a plan the Village can use especially if they create the TIF district. The plan identifies redevelopment projects that TIF funds can be used for. He stated that it works quite nicely with the downtown TIF.

Trustee Reinke asked if the planners will be able to use the traffic study that was just finished.

Community Development Director Jim Plonczynski stated that they will use any resources that are available to them.

Trustee Shipman asked where the \$25,000 will come from.

Community Development Director Jim Plonczynski stated that they will include it in their budget for the next fiscal year, under Professional Services for Planning.

Trustee Shipman asked if they had to come up with the money this year.

Community Development Director Jim Plonczynski stated that this week, they will present the Village’s scope of services and the RFP’s on the consultants to the RTA Board. The RTA will make a selection and this is just a pre-cursor to it. They want to know that the communities that applied for the grant and received them, are on board and that’s what this Resolution does. The Village will eventually enter into an Intergovernmental Agreement with the RTA and an agreement with the planning consultant. The actual study won’t start until late January or mid-February and it will carry through the summer or longer.

Trustee Reinke asked if they will be able to control the bill since anything over the \$125,000 is something they will have to pay.

Community Development Director Jim Plonczynski stated they will work closely with the selected consultant.

Administrator Salmons stated that if they are committing to a very specific amount, there will be nothing more than that. They have another Agreement coming that will limit that amount.



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President Wallace questioned the ¼ mile radius study area and asked if it was just around the train station.

Community Development Director Jim Plonczynski stated that it is generally centered on the train station. They wanted some parameter to let the consultants know that it is not taking up too large of a planning area.

President Wallace stated that it seems to him that they have done a lot of data gathering and analysis of the downtown and how was this going to be any different.

Community Development Director Jim Plonczynski stated they will use what is available and fill in gaps. He stated that since they have done a lot of recent studies and the TIF, there is probably not a lot more for them to collect. They may collect some tax related information, etc. but the Village already has a lot of data.

President Wallace stated that was his point – he hoped that they weren't spending \$25,000 to get the same information that they already have and analyze it themselves. He asked what the sub-contracts were.

Community Development Director Jim Plonczynski stated that some of this is boilerplate with the RTA. He stated that their scope of services was prepared by RTA's staff and they had an opportunity to review it. The RTA pretty much stay with the same framework.

President Wallace stated that the whole concept should start at Task 3: Public Outreach to see if there is any interest in spending any more money downtown.

Administrator Salmons stated that the interest level stated from the Economic Development Commission (EDC) who recommended going through with this. They believe that there is value in this and it's coming from the EDC to the Board.

President Wallace stated that he understood that this is part of the 24 point plan that the EDC recommended. He felt that some of the things that they are going to do such as "Village's current market place as well as its future market potential and ways to encourage redevelopment of vacant and distressed properties". He stated that if there were investors out there that felt that there was a lot of money to be made in those vacant locations, they would be flocking. He did not understand what this would do other than enhance their ability to describe to them through the TIF, what can be possible.

Community Development Director Jim Plonczynski stated that they would be getting an outside perspective of a professional planning consulting firm to take a look at the downtown and give ideas and set parameters, on paper, on how to guide development. He stated that he has been involved in these before and it is a pretty intensive look at the downtown.



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Trustee Reinke asked what the result was of his past experiences and how were the results used.

Community Development Director Jim Plonczynski stated that you have focused areas where you can focus redevelopment plans, ideas on the densities, links on how to improve the densities, improve design work of the downtown, shortcomings that may not have been seen, etc.

Trustee Camerer asked if they utilized one of these when they had the factory in the downtown years ago.

Community Development Director Jim Plonczynski stated when they did that, they had a consultant, Steve Friedman, who prepared a similar type of project. Mr. Friedman is one of the consultants that will probably bid on this. He stated that they did a design charette and had public input, where they had a meeting at the golf course where residents came in with ideas on the redesign of the downtown. That ultimate design guided the RFP for selecting the developer that did the downtown center.

President Wallace stated that Task Eight: Implementation Strategies-Plans and Policies scares him the most..."the consultant will develop implementation strategies, provide a detailed outline and detail a feasible time frame for the Village to implement the Plan". He stated that it sounds pretty expensive.

Community Development Director Jim Plonczynski stated that when you couple it with the TIF District, you have funds available to do re-development. If you don't have that, you won't do the plans.

**ROLL CALL VOTE TO APPROVE ORDINANCE 2014-99-R**

**AYES:** Trustees Arends, Camerer, Carbonaro, Martin, Reinke, Shipman

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

**B. BUILDING COMMITTEE, CHAIRMAN MARTIN**

Trustee Martin stated that there was no report.

**C. FINANCE & GOLF COMMITTEE, CHAIRMAN REINKE**

Trustee Reinke stated that there was no report.

**D. LICENSE & ORDINANCE COMMITTEE, CHAIRMAN CARBONARO**

Trustee Carbonaro stated that there was no report.



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E. POLICE & HEALTH COMMITTEE, CHAIRMAN SHIPMAN  
Trustee Shipman stated that there was no report.

F. PUBLIC WORKS COMMITTEE, CHAIRMAN ARENDS  
Trustee Arends stated that Resolution 2014-100-R, A Resolution Awarding the 2015 Parkway Tree Replacement Project and the 2016 and 2017 Alternates, and Approving the Tree Supply and Planting Agreement Between the Village of Bartlett and the Fields on Caton Farm, Inc. was covered and approved under the Consent Agenda.

13. NEW BUSINESS

Trustee Carbonaro stated that in regards to the train station, he has been working very closely with staff expounding on the heating area of the station.

Administrator Salmons stated that there is a very small area on the west side of the station that is open 24 hours a day. After last year's winter, it became clear from some complaints that there were problems with not keeping it open all the time. They looked at what they could do in terms of keeping the station open longer which would be from when the ticket agent leaves at 1:30 p.m. until 10:30 p.m. (when the last train gets in). They would have the doors that face the track unlocked and two gates inside that would restrict the area by the Metra ticket agent as well as the coffee area and television. They would have an automated lock on the doors at 10:30 p.m. and require a police officer to stop by and make sure that everyone was out of the station. They looked at other towns and some have an open station to accommodate bad weather. She estimated about \$17,000 would cover the gates and automatic door locks. She felt that the staff time would be minimal.

Trustee Camerer asked if there was any opportunity for Metra to contribute.

Administrator Salmons stated "no".

Trustee Martin asked where the money would come from.

Administrator Salmons stated the General Fund or Public Building Fund.

Trustee Shipman asked if they looked at other alternatives such as heat lamps.

Administrator Salmons stated that they looked at that and it isn't going to provide the kind of protection from the weather and there is the maintenance issue of keeping them turned on. She stated that it was an option and they did look at it.

Trustee Shipman asked where that fell on the price point in comparison to \$17,000 for two gates.





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Administrator Salmons stated that it was certainly less expensive.

Public Works Director Dan Dinges stated that they did not get pricing on that but they can.

President Wallace asked if it would replace the regular lights out there.

Administrator Salmons stated that they would be put in front where the train comes in and people are waiting.

Trustee Shipman recognized that it has more of a recurring cost between electricity and maintenance. He commended Trustee Carbonaro for some solution ideas to what is apparently a problem for some of the residents that use the station.

Administrator Salmons stated that they will take a look at this and get some information on its effectiveness. She stated that they focused on the gates since there was a need to do something about the intensity of the cold and snow and the heat lamps would not be as effective in below zero temperatures.

Trustee Shipman asked if the fenced in area would include the washrooms.

Administrator Salmons stated that when the station is un-manned, the washrooms would be blocked off.

President Wallace stated that there was an area on the west side of the building.

Administrator Salmons stated that it was planned as a part of a 24 hour availability. She stated that it is very small and accommodates only about 9-10 people which may not be enough space.

President Wallace asked when the doors open and close currently.

Administrator Salmons stated that they open at 4:40 a.m. and close at 1:30 p.m.

Trustee Reinke stated that \$17,000 sounds like a lot of money.

President Wallace stated that it was a valid issue and should be expedited before winter but maybe look at the heat lamps plus one other alternative.

Trustee Carbonaro asked about the cost of only putting up one gate.

Public Works Director stated that the two gates are about \$13,000. He stated that they looked at adding only one gate on the eastern portion of the station but his concern is the



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access to the ticket agent window, glass displays and woodwork and the possibility of vandalism.

Trustee Martin stated that it could be done in two phases.

Chief Williams stated that if you go up and down the rail, vandalism is always a concern. He felt that there may be some glass that the Village would have to pay to switch out such as the informational area glass. He stated that it was risk tolerance and they could put it on the patrol list and take a look at it when they could. He felt that there was greater potential for vandalism by having only one gated area. He stated that the Village would be responsible for any damage that would occur.

Trustee Martin asked about a video camera in the station.

Chief Williams stated that video cameras, at times, can be a deterrent and sometimes just verify that a crime occurred. He wouldn't say that video cameras prevent crime if someone comes in motivated.

Trustee Martin suggested buying only one gate this year.

Trustee Arends stated that it doesn't make sense and they should just do the whole project at once.

Trustee Martin stated that the other Trustees had concerns about the cost.

Trustee Arends stated that it wasn't a huge percentage of the budget and if this is going to be something beneficial, just do it instead of dragging it out.

Trustee Shipman stated that he would like to see what staff comes up with and make a decision then. He agreed with Trustee Arends and felt that if they were going to do the project then let's do it.

Administrator Salmons agreed that the cost of replacing the woodwork or any vandalism would be worth the gate.

Trustee Camerer asked if the price point changes with the type of gate used. Are there other options other than what they looked at.

Public Works Director Dan Dinges clarified that they would not be able to put up only one gate because of the exposure of the television and would not be able to piece it together.

Trustee Camerer asked what kind of doors they were looking at – the "Cadillac" doors or the "Chevy" doors.



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Public Works Director Dan Dinges stated that it was an accordion style manual gate that someone pulls and would not consider it a “Cadillac”.

Trustee Camerer wanted to know if a less intricate door would bring down the price.

Public Works Director Dan Dinges stated that they can get more pricing but it would probably be within that \$13,000 range.

Trustee Camerer stated that he felt that they should move forward but for the most economical price they could get.

Trustee Martin asked if it could be installed in a week if approved at the first meeting in January.

Public Works Director Dan Dinges stated that once the color is chosen and the order is placed, he estimated that the install would take a week. He was not sure of the availability of the contractor and his schedule.

Trustee Martin asked if they would have to run an ad and get proposals.

Public Works Director Dan Dinges stated that it will be less than \$20,000 so that would not be necessary.

Trustee Martin stated that if they are going to do this, they wouldn't want to wait all winter.

President Wallace commented to Dan Dinges that the people that are tagging the trees should be careful because he was told they were tagging trees that were still good. He stated that the resident had to call and state that the tree was being treated.

Public Works Dan Dinges stated that they have a survey of where all the ash trees are. They have no way of knowing if a resident is treating their own trees so they will need to call Public Works in those instances. Public Works provides a door hanger to residents advising them that their tree is scheduled for removal

**14. QUESTION/ANSWER: PRESIDENT & TRUSTEES**

Trustee Martin recognized a Boy Scout named Matthew from Troop 13 who was there for his Citizenship in the Community badge.



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15. ADJOURNMENT

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

ROLL CALL VOTE TO ADJOURN

AYES: Trustees Arends, Camerer, Carbonaro, Martin, Reinke, Shipman

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting was adjourned at 7:41 PM.

Lorna Gilles  
Village Clerk

LG/