

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

**CALL TO ORDER**

President Wallace called the Committee of the Whole meeting to order on the above date at 6:36 p.m. in the Council Chambers.

**ROLL CALL**

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

**ABSENT:** Trustees Arends, Reinke

**ALSO PRESENT:** Acting Village Administrator Paula Schumacher, Acting Finance Director Todd Dowden, 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 Patrick Ullrich, Deputy Chief Geoff Pretkelis, Clerk Lorna Giles.

Acting Administrator Paula Schumacher stated that the guiding principal they used when putting the budget together this year was some cautious optimism and a little bit of trepidation for the unknown financial condition of the State. She was not quite sure what they would throw at them and they are still working in that bubble. The State is still throwing all kinds of things around. She stated that they talk to their lobbyist on an almost daily basis and it is changing daily. They are certainly keeping an eye on that as they move through this process and there are bright spots on the horizon which they hope will keep getting bigger. She asked each department to hit the "big picture" items in their budgets and the Board is more than encouraged to ask detailed questions that they might have.

**Community Development**

Community Development Director Jim Plonczynski stated that they continue to do projects related to both the strategic plan, the village's land use plan and the recently approved downtown TOD plan. They are actively promoting the commercial and industrial parks, and commercial clusters both with Facebook, ads on TV with the downtown commercial areas, Comcast, ads in industrial guides. They are also following the marketing plan in which the Board adopted. They have reviewed several industrial buildings, three in Blue Heron and five in Brewster Creek within the last 1-1/2 years. Two residential subdivisions were reviewed with our first Kane County residents just taking recent occupancy. They are also working with U-46 on the sale of their property in Hawk Hollow. This will be another residential subdivision. Current projects include Alden rehabilitation center, police site plan, high school sports stadium, Route 59 car wash, as well as two new industrial buildings. The GIS staff continues to support the increasing demands of all the Village departments for mapping and data needs. Code enforcement continues to be effective while still maintaining compliance.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

They are requesting a half-time staff person to share with the public works department. This will be a management analyst position to assist in project research, data analysis, grant preparation and assisting staff as well (\$28,906). They are requesting a code enforcement pickup truck for \$20,000 as well as portable tablets for code officers to use in the field at \$2,000. He stated that his professional development remains the same at \$15,550 and professional association at \$4,010. They are asking for tuition reimbursement for two employees (\$15,550). His overall budget is down 1%.

Trustee Hopkins asked if there were any expenses that could be taken out of the TIF district funds?

Mr. Plonczynski stated "yes", particularly with the Brewster Creek Business Park that has an increment. They budget almost every staff person, police, finance, building and admin. He estimated the amount to be around \$600,000.

President Wallace asked if they were reimbursing 100% of tuition or is this just a percentage?

Mr. Plonczynski stated that it is based on whatever Northern Illinois University charges and what the grade is. It is a flat amount and not 100% of the tuition.

Trustee Carbonaro asked if the emergency board up of houses is reimbursed from the court system.

Mr. Plonczynski stated "no" for normal situations. In the instances where they do an expansive cleanup they will lien the property and recover it.

President Wallace stated that the management analyst position is a full-time position with benefits even though it is split between two departments. He asked if it was plausible to have somebody do that in a part-time position so they didn't have to pay \$30,000 per year in benefits and IMRF.

Mr. Plonczynski stated that with the expertise that they would typically want (Masters degree), it would be difficult to find somebody like that. This is more of an advanced degree qualification - it is a skilled position.

Trustee Camerer asked if this person would have grant writing skills.

Mr. Plonczynski stated that he does and is currently working on grants.

President Wallace asked if they had hired anyone yet.

Administrator Schumacher stated that they would like to take the current intern, Tyler Isham and to make his split time a permanent position.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

Trustee Hopkins asked if it was a necessity to replace this pickup truck.

Mr. Plonczynski stated "yes". It is used regularly and is rusting out.

**Golf**

Head Golf Professional Phil Lenz stated that they are projecting a revenue increase of 4% over the 2016-17 estimate. They do not plan to raise golf rates this year but he does plan to increase outing prices. They will continue the NNO golf event in coordination with the police department as well as PGA Jr. League golf program and local civic organizations. His professional development remains the same at \$1,200 and his professional association is at \$1,925.

Trustee Carbonaro asked if there was anything in his budget for the HVAC system they discussed last year.

Mr. Lenz stated that it was taken care of in last year's budget.

Grounds Superintendent Kevin DeRoo stated that his capital outlay includes a Walk Behind Greens/Collar mower at \$9,500; Irrigation System Central Computer and program at \$14,100 and the Utility Vehicle for \$8,500. There were no changes in his Professional Development (\$880) or Professional Association (\$720). His overall budget is down 10%.

Trustee Deyne asked if he was comfortable and they were not neglecting anything for the sake of putting together a budget.

Mr. DeRoo stated that he was comfortable.

Trustee Camerer asked about the rental amount for an air compressor.

Mr. DeRoo stated that they use it to blow out their sprinklers. The cost to purchase is \$50,000 and that is why they choose to rent it every year.

President Wallace asked why we choose to lease the beverage cart rather than buy it.

Mr. Lenz stated that they would look into it.

President Wallace stated that there were a couple of extra outing rounds and he wondered why he still budgeted for 75.

Mr. Lenz stated that it is a relatively consistent number. Even though the outings increased there are still the same number of players.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

President Wallace stated that because of the proximity of the golf courses, does it make sense to share an expensive lawnmower with the Park District?

Mr. DeRoo stated that they currently share equipment with the Park District with items that are seasonal like aerifiers and things of that nature.

Food and Beverage Manager Paul Petersen stated that for the Restaurant, he had no additions to Personnel and no Capital expenses and his Professional Development remained the same as last year. He stated that his line items in Food & Beverage Restaurant are down about 5%. Food and Beverage for Banquets had no Personnel or Capital expenses and his Professional Development remained. They were down 9%, mostly through reduction of hourly staff. Midway had no Personnel or Capital expenses and they are down 1%.

Trustee Deyne asked about the issues with the roof.

Mr. Lenz stated that they are currently getting estimates on the roof and it will then have to go out to bid.

Trustee Deyne asked about washing their own linens.

Mr. Petersen stated that they do their own linens for the chair covers. Certain other linens have to be properly creased and they have to send those out. He estimated that they do about 75% of the linens in-house.

Trustee Camerer asked about the \$20,000 spent on advertising and asked how they determine that it is actually bringing in people.

Mr. Petersen stated that they do a Google analysis on where people are coming from and which websites. Going forward, they are looking into companies that do search engine optimization to get their name further up the list. He felt that they have made an honest effort with good research to get on the ones that are most important to the brides that would come to Bartlett Hills.

Trustee Camerer stated that with search engine optimization, the only way to elevate yourself is by getting the reviews or having your clients give you positive reviews which pushes you up the scale in the Google standings. Are we doing something to incentivize your clients to give you a good review.

Mr. Petersen stated that you can look at the reviews and awards that they have received. They are based specifically on bride's reviews. We need to change from the paper-based advertising in some of the magazines and really capitalize on that market going forward.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

Trustee Deyne asked when they are planning to do something with the golf course sign on Route 59. We should have a directional sign to guide patrons into the course correctly.

Administrator Schumacher said she would look into putting a banner underneath.

President Wallace spoke about erecting a way-finding sign to direct patrons into the course.

Trustee Deyne asked if the golf course receives many calls on this.

Mr. Lenz stated that over the years they have received hundreds of calls from lost patrons.

President Wallace asked about the Midway and sprucing it up to have outdoor seating. He encouraged them to think about how to make the Midway more inviting so people can sit down and have a beer waiting for their tee time.

Trustee Deyne asked if they could paint the men's restroom.

Mr. Petersen stated that they would have it painted.

Trustee Camerer stated that a great Eagle Scout project would be to have them build benches for the golf course.

Mr. Petersen stated that they would be happy to research that. Anything that keeps the community involved and makes it pertinent for them to be out there is important. He stated that they have a plan and strategy for the flawless execution of all the golf events and banquets because word-of-mouth advertising is the cheapest and the most important. They just completed a tiered wedding package offering the Cadillac of weddings to people so they will be able to change their marketing for brides that have a little bit more cash. They are going to be working on league specials, a meal deal down at the Midway, increased signage for the clubhouse. They will be offering craft beer, a cooler in the pro shop offering early-morning drinks, themed dinner nights, etc.

President Wallace commended them for the outstanding food, great shape of the course, and reducing the costs.

Trustee Deyne stated that the golf course is one of the most wonderful resources of the Village and he echoed President Wallace's comments. The comments that he has heard about the quality of food, condition of the course, and the speed of play has been remarkable. They have done an outstanding job and he thanked them.

Trustee Carbonaro stated that he felt that they needed a little more panache especially in the women's locker room. Perhaps they should make an area for the brides to sit down,

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

etc. He believed it would bring in a few more weddings and he wondered why it wasn't in his budget.

Mr. Petersen stated that this upgrade would run about \$10,000 and plans to put it in next year's budget.

**Finance Department**

Acting Finance Director Todd Dowden stated the Finance department consists of accounting, utility building, human resources, information technology and the main office.

The overall budget is down 1% from last year. That is due to the finance director position moving down in the salary range. The department secretary will be held open again. There are highlights of the year in the refinancing of the Brewster Creek TIF and also the police station bonds. The big project coming up will be the DuPage Water Commission financing and also with the police station payouts and monitoring all that over the next couple of years. Human Resources worked with Public Works Collective Bargaining and he believed the Police union agreement will be coming up soon.

They are not requesting any new personnel and have one item under Capital Outlay which is an ID printer for \$6,610. His Professional Development has remained the same as well as Professional Association.

Trustee Hopkins asked if he ever saw a time when water bills will be done electronically.

Mr. Dowden stated that they did start outsourcing the postcards and they do have the capability of emailing the bills. They are deciding if they want to do this through the billing system or we can do it with the outsourcing vendor. They do plan to implement this.

Trustee Hopkins stated that banks are charging a monthly fee to send the actual bill by mail. Is this something that could be a cost savings or a revenue generator?

Mr. Dowden stated that the biggest cost in sending the bills out is the postage. They could probably save money if they could get people to switch over to the e-mail because the postage on the postcard is \$0.25 + \$0.06 to print.

Trustee Carbonaro suggested offering these options in the Bartletter.

Trustee Hopkins stated that he would prefer to get the Bartletter electronically. He asked if there was a way for residents to opt out of it and maybe save on some postage.

Mr. Dowden stated that those are mailed out by saturation mail and are not personally addressed.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

Administrator Schumacher stated that saturated mail is not that expensive and it would be very difficult to pull some of them out. There is a large segment of our residents who like to have it in their hands. They get a 90% readership on the Bartletter and she did not know if they could move entirely to an electronic edition.

President Wallace stated that he felt that a vast majority of residents enjoy getting the Bartletter (physically).

**Central Services**

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. He began with Capital Outlay – 1) Replacement of phone system (\$280,000). The Board discussed the need and logistics for this purchase. 2) Desktop computer replacements (\$44,500), 3) Mobile computers for squad cars (\$87,000), 4) 5-Squad car video recording systems (\$20,000), 5) Plotter (\$9,000), 6) Copier for finance department (\$21,000).

Trustee Hopkins asked if there was anything funded in the police facility budget for a phone system. Will there be a cost savings?

Mr. Hostetler stated that this budget includes replacement of phones right now. If they add more workstations they will have to budget in a future year for more phones.

Trustee Camerer asked if the copiers could be shared.

Mr. Hostetler stated that the departments are pretty spread out. It is really about having to send staff away from the counters, phones, the places they need to serve. They are currently in the process of eliminating printers because it saves costs and we are not replacing as many printers.

Mr. Dowden stated that they send out late notices for the water bills with the copier and also scanning all the backup into laser fiche for accounts payable.

Trustee Hopkins asked about service agreements and why they earmarked \$72,000 for a mosquito service agreement.

Administrator Schumacher stated that they pay Clarke \$72,000 for mosquito services and they wanted to keep that in the budget. The Board discussed the difficulties of breaking up that payment and sending it out to the black hole of Cook County in hopes that they could somehow figure out a way to cut the checks and they are doubtful they will do that. She is reluctant to write that check. The forest preserves are now going to start treating for mosquitoes. We may want to stop treatment ourselves and see what happens. The County Health Department has stated that West Nile Virus is picking up and people are concerned about Zika virus. She was not sure how comfortable people would be with not spraying for mosquitoes. There are towns that do it.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

Trustee Hopkins agreed that it could be a black hole sending money to Cook County. Our attorney mentioned that some point in the future the computer systems will actually be able to tabulate it and send it out. He still thought we should budget for mosquito services for Cook County and figure out how to update that amount. He thought they should add the dollar amount for mosquito services for Cook County to the budget.

**Police Department**

Police Chief Patrick Ullrich stated that his budget has a proposed increase of about 1% and that is primarily due to increased personnel costs. They are not looking for any additional personnel in the next fiscal year. Construction for the new police department is slated to begin on July 5<sup>th</sup>. The Village's emergency operations plan is due to be updated and recertified in 2017. They achieved storm rated community status and that is a three year process. Cyber related crimes have increased and they received some special equipment from the Secret Service and have been putting it to good use. Mental health related crimes and calls for service is steadily increasing every year so their commitment to crisis intervention and getting officers trained is one of their commitments moving forward.

President Wallace asked if they could use a police social worker.

Chief Ullrich stated that they have a psychologist that works with his staff as well as the community. He stated that they could look at that moving forward.

President Wallace stated that there are exponentially more seniors that are hoarding, etc.

Chief Ullrich stated that he did a staff study on that. They put together an elderly services team and have people trained at the police department. He also spoke about a chaplaincy program that they are looking into.

President Ullrich stated that they attained 1<sup>st</sup> place in National Night Out and were the only Illinois community to place in the past five years. This was their sixth 1<sup>st</sup> Place finish since 2002. They also entered into the Illinois Traffic Safety Challenge this year and were awarded third place. Last year, they started a mobile outreach program utilizing the new incident command vehicle as a way to reach out to different communities to build positive relationships with the police. The police department acquired a grant from ComEd last year to purchase some of the school zone flashing speed limit signs and \$48,000 in traffic grant allocations and are currently pursuing other opportunities. Truck traffic continues to be his biggest complaint across town and they have focused on enforcement details.

The following items were included in his Capital Outlay request: 1) 3 patrol vehicles (\$99,000); 2) community service officer vehicle (\$33,500); 3) investigations vehicle (\$33,000); 4) CAD software interface (\$11,500); 5) E-Crash software with printers (\$35,000); 6) Solar powered pole mounted radar box (\$12,000); 7) Tasers (\$5,500); 8)



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

AED's (\$10,400); 9) portable traffic counters (\$3,310); 10) LIDAR units (\$3,570); 11) taser cabinet (\$2,815); 12) laptop computer for field training officers (\$3,100); 13) rifle locker (\$1000); 14) solar flashing school zone signs (\$8,000); 15) outdoor fixed surveillance camera (\$3,500) Not Funded; 16) high capacity shredder (\$1,600); laptop computer for court liaison and DEA officers (\$2,000).

Trustee Camerer stated that with the police department being the big expenditure this year, he thought they needed to pull back on some expenditures. Things like the rifle locker, the taser cabinet, tasers... he would like to see those items cut. He also suggested ordering two of the solar powered pole mounted radar boxes instead of four as well as the AED's.

Trustee Hopkins stated that he thought they should stay with the four AED's.

Chief Ullrich stated that they could do without the rifle and taser cabinets but the tasers are important. They allow them to take someone into custody that is potentially violent without having to put their hands on someone. It can also save with lawsuits because if they don't have to use a firearm then they can use the Taser instead. That is a safety issue for the officer as well as a residents. They would like to replace the two AED's and the radar boxes can be reduced to two.

Trustee Hopkins stated that until the final numbers come in for the police facility they should definitely hold off on some of these items. If the police department comes in under budget they will be in a different financial situation.

President Wallace asked if the investigations vehicle had another year in it.

Chief Ullrich stated they can try to get another year out of it.

Trustee Camerer questioned his Subscriptions/Publications increase over the last couple of years.

Chief Ullrich stated that it may be the Guardian Tracking Performance Management Software that is \$2,325.

Trustee Camerer also questioned the increase in postage.

Chief Ullrich stated that it has a lot to do with the administrative tows and the administrative hearings that they are doing the local adjudication. They have to send things out certified mail. They are recouping some of those funds and they get \$500 for the administrative tows.

Trustee Camerer also questioned the increase in equipment maintenance materials.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

Chief Ullrich stated that this was an issue relating to their video surveillance system. It is at the end of life and they have had frequent repairs for the cell and surveillance cameras behind the building. They had to build some extra money into the budget for that.

Trustee Hopkins stated that last year they had 44 police officers and are proposing only 43 for this year?

Chief Ullrich stated that they are holding one spot open for this year.

Trustee Hopkins asked if it will increase the overtime salaries.

Chief Ullrich stated that it should not.

Trustee Hopkins asked if it was typical to have \$525,000 in overtime charges.

Chief Ullrich stated that it was typical and some of that they get reimbursed for through the school district or the school liaisons overtime. All of the traffic grants have to be done on an overtime basis and they are reimbursed for that and it goes back into the general fund. It covers all the special events, training, etc.

Trustee Hopkins asked to see the dollar amounts that they get reimbursed for. He asked if the computer services account has items that could be held off until the new construction is completed?

Chief Ullrich stated that anything in the budget is what they need right now.

Acting Administrator Schumacher stated that it is the records maintenance and those things that will still be in use even as we transition into the phases.

**Administration**

Assistant to the Village Administrator Scott Skrycki stated that the civic funding has no increase.

Trustee Deyne asked if the Civic Funding dollar amount remained at \$28,710. He did not believe that we should be an ATM machine for some of the civic groups. He did feel very strongly that there are some that they should contribute to and support. He would like to continue funding the 4<sup>th</sup> of July Committee. He felt that the DuPage senior citizens funding should be eliminated or cut in half.

Trustee Camerer stated that they should support organizations that have a big effect on our community like the 4<sup>th</sup> of July Committee or Heritage Days.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

Trustee Deyne stated that Arts in Bartlett requested \$10,000 and he would cut that in half. Bartlett Chamber of Commerce should remain the same. The Lions Club for \$500. Friends of the Library for \$10,000 should have their own fundraiser and he did not believe the Village should support this at this time. The Bartlett Cheerleading Association has asked for \$7,500 and he believed they should generate their own. The Lions Club signage for \$8,000 at Lake and Devon would serve the purpose of presenting different activities at the Village. He would support this sign. Considering that we are building a new police station and converting to Lake Michigan water, he would like to restrict this to a given amount.

President Wallace stated that it totals to \$34,500.

Trustee Camerer stated that he would still like to keep this at last year's total of \$28,710. With Heritage Days and Arts in Bartlett, instead of \$10,000, perhaps half of that. He stated that they are opening an abyss of other organizations, plus they do not have a direct effect on a broad basis of the community. He suggested funding only \$4,000 for the Lions Club signage perhaps finding other ways to come up with the other \$4,000.

The Board went through each civic organization and assigned the following:

4 <sup>th</sup> of July Committee	\$12,000
Heritage Days	5,000
Arts in Bartlett	5,000
Bartlett Lions Club	8,500
Chamber of Commerce	2,210
DuPage Senior Citizens	0
Bartlett Cheerleading	0
Friends of the Bartlett Library	0
	<u>0</u>
	<b>\$32,710</b>

Mr. Skrycki stated that they have a 5% increase for this year. They had a huge success for the 125<sup>th</sup> Anniversary with a lot of contests and promotional items. One of the biggest achievements was earning the Guinness Book of World Records at National Night Out. A new event was the Kickstand Classic Bike Race and it was a huge success. We will continue this race in 2017. Another highlight was the farewell to the Village Administrator. There was no Personnel requests or Capital Outlay. Professional Development remains very steady. The Board gave good direction toward the civic group funding (\$32,710) and the Bartlett Park foundation donation for \$40,000 for the virtual chalkboard incorporates itself into that 5% raise.

Trustee Hopkins asked why the IRMA deductible payments are higher.

Finance Director Todd Dowden stated that they changed their plan from a \$10,000 deductible to a \$25,000 deductible which reduces the premium.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

**Building**

Building Director Brian Goralski stated that part of the strategic goals and action steps is that they continue to work with property owners and business owners in town on a daily basis. The Vacant Building Registry (VBR) has continued to improve the overall appearance of the Village. He has seen many improvements in rundown properties. They have worked with new businesses like O'Hare's Pub, Ace Hardware and Flappy's. The business parks continue to thrive and we have three new occupancies in Kane County from the Blue Heron Business Park. He estimated 22 new construction permits and proposed for 28 next year. Miscellaneous permits average about 3,300. He stated under Personnel, he is proposing a part time General Inspector. He and his assistant will assume the building and annual inspections on an as-needed basis.

President Wallace stated that he was having a conversation with a major builder and was a little bit embarrassed because he asked why the Building Director was doing inspections. He thought they should be prepared for more building and if he needs a full-time versus a part-time inspector, they should figure it out because he does not want to have that conversation again.

Mr. Goralski stated that he liked to get out and make sure things are done right. His budget did not include any Capital Outlay and stated that the hybrid cars have saved them a lot of gas money. His Professional Development has stated basically the same. He stated that his plan review service fees are 100% reimbursed from the developers.

President Wallace asked when the TIF expires for Brewster Creek.

Mr. Plonczynski stated in 2022.

Trustee Hopkins asked how this will affect the budget.

Mr. Plonczynski stated that they will have to accommodate the salaries of staff that is being paid out of that TIF district.

**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 0% increase. They are continuing to try to do more with their crews and avoid contractors. They hope to see their crew, with the paving machine, do some bike path maintenance where they share the cost with the Park District. He felt that they could get a lot more bike path maintenance by doing it themselves.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

He spoke about the brush pickup services and explained that it eats up a lot of crew time where they could be spending more time doing asphalt patches, storm sewers, concrete repairs. They are going to research options to have the waste hauler pick up the brush on a weekly basis and the improvement would be that residents have that available every week. They will work out the details with the waste hauler and this would free up a crew to get repairs done on our infrastructure rather than picking up brush.

In regards to Personnel, they are requesting a Management Analyst to be split between Community Development and Public Works. They will help with the grants, EPA loans, and other policies. They had a street maintenance worker retire recently and they plan on leaving that position open through next year. Capital Outlay includes: Two large dump trucks with plows (\$260,000); Vehicle (\$27,000); Locating Equipment (\$3,600); Small Dump Truck (\$72,000); Open Trailer (\$4,000), PA System (\$3,000), Walk Behind Concrete/Asphalt Saw (\$8,000); Copier (\$3,350) and Holiday Light Decorations (\$20,000).

His Professional Development detail includes an APWA Road Scholar Program which will be a benefit to the street maintenance worker. He stated that with the recent approval of the union contract, they went from uniform rental to allowance, that line item is reduced to 0. They have a slight increase in the street maintenance which is the asphalt. They have decreased the tree purchase program.

Trustee Camerer asked about the PA system purchase.

Mr. Dinges stated that it needs to be replaced. It is used at different events around town like the 4<sup>th</sup> of July and Memorial Day, etc.

Trustee Camerer questioned why we are still renting a stump grinder? Why don't we own one ourselves.

Mr. Dinges stated that it is a large piece of equipment that is not needed all of the time. They have found that when they combine its uses with the golf course, it is a necessity. To purchase a stump grinder it is in the \$50,000 range.

Trustee Hopkins asked if they typically buy 3,300 tons of road salt.

Mr. Dinges stated that 3,300 tons was the normal. They have to make their purchase by April 1<sup>st</sup>, so they make a guess at how much they will use for the remainder of this winter as well as next year. They are in really good shape because they have a lot in storage right now.

#### Water

Mr. Dinges indicated that the water budget increased by 2% mainly because of the Elgin water agreement and capital outlay with the Streamwood interconnect. Painting of the

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

Kent Circle water tower is yet to be completed this year. Their main focus is the DuPage Water transition and getting it resolved while meeting the 2019 timeframe. They will keep their eye on the lead regulation and need to survey which houses have lead services.

His Capital Outlay includes the water main interconnect with Streamwood (\$75,000); Work van with steel service box (\$42,000); EZ Valves for Spring Lake Mobile Park (\$18,500); Locating equipment (\$3,600); Phone Telemetry Circuits (\$24,000); Copier (\$3,350).

His Professional Development and Association are relatively the same. They were able to reduce some of their line items based on recent history. They are mainly focusing on the capital involved with DuPage Water.

Trustee Hopkins asked if some of the service agreements will go away when they switch to the DuPage Water Commission.

Mr. Dinges stated that the big one right now is the WRT system for the radium removal. Those contracts run through 2026. They have to weigh the difference between keeping those wells in-line, which they want to do right now. At some point, do they cancel that agreement and pay the penalty. They will have to make a decision whether to terminate or not in the future.

Trustee Hopkins asked if there would be a reduction of labor costs in the water division.

Mr. Dinges stated that they still will have the wells for the time being and will have new pump stations with the DuPage Water system. It will be a wash as far as wells or pump stations. They only have six employees who maintain the water mains, water towers and pump stations. He did not see reduction of staff as a possibility.

Trustee Hopkins asked what the plan was for the water tower by Villa Olivia.

Mr. Dinges stated that it was in the Capital budget. They wanted to get it in this year but it entailed a 20% rate increase so they pushed it to next year. The engineers estimate for painting the Villa Olivia water tower is around \$500,000.

President Wallace asked if there was any type of grant program for that kind of infrastructure.

Mr. Dinges stated that they were directed to an EPA loan.

Acting Village Administrator Paula Schumacher stated that they have tried bidding it out at different times of the year.

Trustee Hopkins asked if all of the water towers will be needed once they transition.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

Mr. Dinges stated “yes”, and they will have to add one more.

Trustee Carbonaro asked about the service agreement for Well 7. He thought there was a possibility of shutting this well down and taking a bigger draw from Elgin.

Mr. Dinges stated that they use Well 7 for a backup to keep the filter fresh and operational or during peak time. They have been working on a facility plan update for Bittersweet. They will have the consultant coming in April to give that overview to the Board.

Sewer

Mr. Dinges stated that the Sewer budget increased by 1%. They are doing more sewer repairs with their in-house crews to save money. They were able to get about 10,000+ feet of sewer linings completed. They will be looking at doing some smoke testing to find illegal connections and/or infiltration into the system. The next step will be coming up with a cost sharing program to get the private services lined or replaced.

His Capital expenses include: Jet Cleaning Truck (\$390,000); Control Building Roof (\$18,000); Treatment Building Door (\$15,000); Ford 250 Lift Station Truck (\$22,000); Portable Generator (\$12,000); Locator (\$3,600); Trash Pumps (\$3,500); Copier (\$3,350).

Trustee Hopkins asked if there was any way to take the current jet cleaning truck and have it refurbished.

Mr. Dinges stated that it has been in the shop more than it has been out on the street. It is in need of a \$2,000 hose right now and is probably not worth putting any more money into it. They have milked it along beyond its lifespan.

Parking

Dinges stated that there is not much change. The Capital Outlay consists of the following: 2 Electronic Parking Meters (\$26,622); Sixteen park benches (\$18,000).

Trustee Camerer asked if they need all sixteen.

Mr. Dinges stated that they are in need. They could postpone the replacement or cut them in half.

President Wallace stated that is one of the arguments he hears from residents; make the Village look nice with the least amount of money. It makes a bigger impact than the cost.

Trustee Hopkins asked how competitive they were with parking fees at the Metra lot.

Mr. Dinges stated that they feel that they are pretty competitive. They recently did a survey and found our prices to be a little low. They are going to postpone an increase since they are looking at the parking app.

**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
2017/18 Proposed Budget Review Minutes  
March 14, 2017**

---

Trustee Hopkins asked what kind of increase they would need to have to cover the 32 park benches?

Mr. Dowden stated that the total revenue in the parking fund is \$225,000 and that includes permit and daily parking. To make up the 20,000 you would have to increase fees by 10%.

Mr. Dinges stated that they have two parking meter pay stations in the budget. They are going to hold off purchasing those because if the app is successful there would be less need for the pay stations.

The Board decided to phase in the purchase of the park benches and purchase eight.

Ms. Schumacher stated that they all did a fantastic job, read their budgets and had really great questions. The staff appreciates the effort they make to go through the budget book which are big and cumbersome and will not be printed next year. The staff puts a lot of effort into putting together the proposed budget and it is refined several times over.

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

**ROLL CALL VOTE TO ADJOURN**

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

**NAYS:** None

**ABSENT:** Trustees Arends, Reinke

**MOTION CARRIED**

There being no further questions, the meeting was concluded at 9:46 p.m.

Lorna Giles  
Village Clerk