

**VILLAGE OF BARTLETT
COMMITTEE MINUTES
2015/16 Proposed Budget Minutes
April 7, 2015**

CALL TO ORDER

President Wallace called the Committee of the Whole meeting to order on the above date at 6:01 p.m. in the Council Chambers.

ROLL CALL

PRESENT: Trustees Arends (via webcam), Camerer, Carbonaro, Martin, Reinke, Shipman and President Wallace answered present.

ABSENT: None

ALSO PRESENT: Administrator Valerie Salmons, Assistant Village Administrator Paula Schumacher, Assistant to the Village Administrator Scott Skrycki, Finance Director Jeff Martynowicz, Assistant Finance Director Todd Dowden, 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, Food & Beverage Manager Paul Petersen, Chief Kent Williams, Deputy Chief Patrick Ullrich, Deputy Chief Joe Leonas, Deputy Chief Patrick Ullrich, Clerk Lorna Giles.

Trustee Reinke stated that this was the 2015-16 Proposed Budget Review and asked the staff to begin.

Building

Building Director Brian Goralski stated that the Building Department has been providing safe buildings, healthy businesses for over 67 years. He stated that his budget is up 7%, however, they came to terms on a separation agreement with his General Inspector and are reduced in overall staff. His department remains busy with miscellaneous permits and continues to flourish but at times they are overwhelmed during the construction season. Vacant Building Registrations and re-registrations are also keeping them very busy. It has greatly improved the Village's appearance and safety as a result. He stated under Personnel, he is proposing a part time Data Entry Clerk for support. Filing, copying, inspection entry and permits are not getting completed in a timely manner and thus his support staff has had to work overtime. They will keep the General Inspector position open and he and his assistant will assume the building and annual inspections.

Administrator Salmons stated that this brings them down to about 1-3/4 of an Inspector. She stated that they share the Plumbing Inspector with Streamwood (25% of his time) but they get the lion's share of his time and they also have the Electrical Inspector. They are going to try this out and Don and Brian will go out on a lot more inspections. They think they can save that salary for some period of time and add to the list of open positions.

He stated that his budget has been reduced except for Professional Development in which one of his inspectors would like to attain a Bachelor's degree on-line this year. It

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was cut down to two credits and everything else remains the same. His overall budget has now been decreased by 5% over last year's budget.

Trustee Reinke asked about the Bachelor's of Business Administration degree and asked if it was something Mr. Heneghan would use in the context of his employment with the Village.

Building Director Goralski stated "yes", he would like to pursue a management position.

Trustee Reinke asked if he would be obligated to maintain his employment as a condition of the tuition reimbursement.

Building Director stated that he was in it for the long haul.

Administrator Salmons stated that they have an agreement that they sign where they have to maintain employment for two years or they reimburse the Village for the tuition reimbursement.

Trustee Shipman stated that it pertained to all personnel in the Village.

Administrator Salmons reiterated that they removed all the out of state Professional Development.

Building Director Goralski stated that his assistant is going to the ICC conference and that it is paid by the Association of which he is the President.

Trustee Reinke stated that it is good to see the staff active nationally. He questioned the 55% increase to "Office Supplies".

Building Director Goralski stated that they anticipated costly printer cartridges but recently received a new copier and did not anticipate them to be that high.

Trustee Reinke questioned under "Vehicle Maintenance" if the car wash was charging \$4.00 per week. Based on volume, they should give a break in the price.

Building Director Goralski stated that they try to keep the fleet vehicles pretty clean. They usually don't use the entire amount budgeted.

Trustee Carbonaro asked if the part time additional staff member was eligible for IMRF.

Finance Director Martynowicz stated that if they work 1,000 hours per year (20 hours per week), they become eligible for IMRF.

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Trustee Reinke asked if it would be more efficient to hire two people at ten hours per week.

Building Director Goralski stated that it would be hard to train two people proficiently with only ten hours per week.

Trustee Arends stated that they could always hire four people at five hours per week but she didn't think there would be any continuity in the job that is being done.

President Wallace asked if the Building Inspector's salary would be removed from the final budget.

Building Director Goralski replied "yes".

Public Works

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

Streets

He stated that the Streets Department has a 3% decrease mainly due to decreasing the "Line Item" for tree trimming which related to the emerald ash borer issue. He reported that they are close to being completed with that project and under 1,000 trees are left to be removed. The contractor is scheduled to be done in the May/June timeframe. He stated that they created some new line items and moved things around so they can better track pavement patching, street light and landscape maintenance, etc. They will be separate line items instead of all clumped together. In regards to Personnel, the Streets Supervisor position has been vacant for some time and the Assistant Public Works Director is filling that role. They are proposing to continue that vacancy. They propose to add an MPA Intern to help with some of the administrative items. They will be pursuing grants and IEPA loans that require a lot of administrative applications and follow up. They also proposed an Engineering Intern but that has not been funded.

He stated that his Capital Outlay consists of the following: #1-LED Street Light Conversion for \$100,000 but they propose to strike this item and just increase the street light maintenance line item so they can continue to change 250 street lights per year out of 1,800 total. He stated that the grants for LED lights are sold out and now there is a backlog so the chances of getting that grant are questionable. He stated that the project must be done up-front and then you can apply for the grant.

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Administrator Salmons stated that it is not 100%. There is a significant amount of money that they would have to pay towards that as part of the local share. If they did get a grant, she didn't think that this was the year to plug \$100,000 to convert the whole town at once. They will keep up with it on a smaller scale.

Trustee Martin asked if they did 250 at a time, could they get reimbursed as they go.

Administrator Salmons stated that there were no grants out there at all right now so she could not answer that.

Public Works Director Dinges stated that they will be renewing in June but there is a backlog from those that did not get the grant in the past year. They will stay in contact and apply for grants when they become available. He stated that the incentive is also being decreased. They are now paying .30¢ per kilowatt hour saved and that number this year is being dropped to .20¢ per kilowatt hour saved. One of the issues with ComEd is that they are not recognizing it right now and their rate is staying the same. There are some lights with a fixed monthly fees so if they put in an LED light, the cost is the same until they are adjusted.

Trustee Reinke asked if this were a natural attrition and not a way to spend extra money.

Trustee Shipman asked if the new lights look the same as what is in there now.

Public Works Director Dinges stated that they put the LED lights down Newport to see how they look.

Administrator Salmons stated that the lights shine down and don't have the arch of the old ones.

Trustee Camerer asked the cost of one of the LED lights.

Public Works Director Dinges stated that they are \$350 each.

#2-Large Dump Trucks with plows, salt spreader and anti-icing equipment for \$120,000 (one Truck was not funded); #3-Mudjack Pump for \$12,000; #4-Small Dump Truck with plow and spreader for \$68,000; #5-2 Staff Vehicles for \$54,000; #6-Four Wheel Drive Pick Up Truck for \$35,000; #7-Wheel Loader for \$140,000; #8-Mower Lift for \$1,200; #9-15 Foot Wide Area Mower for \$28,000; #10-2 Computer Work Stations for \$3,000; #11-IPAD for JULIE Locator for \$1,300; #12-Street Sweeper was not funded; #13-Undercarriage Washer for \$1,400; #14-Broom attachment for Skid Loader for \$5,500; #15-Skid Loader Bucket with Teeth for \$2,000

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Trustee Martin asked what kind of cars would they be replacing the staff vehicles with.

Public Works Director Dinges stated the Ford Focus, Taurus or C-Max (which is like a Prius).

Professional Development is the same except for additional management training for one staff member. They have applied for a scholarship which would cut the price in half through the American Public Works Association. His Professional Associations are all the same.

President Wallace stated that there were a lot of items in the past that were asked for and not funded and it seems that there are a lot of brand new items.

Public Works Director Dinges stated that the staff vehicles were previously asked for. He sat down with the supervisors and they went through the list of things they needed and these were the priorities.

President Wallace stated that the Wheel Loader that is replacing a 1997 John Deere should have been replaced years ago. Is it getting dangerous.

Public Works Director Dinges stated that the maintenance costs will be going up and it already needs work. It is just one of those things that are a necessity and during the winter season you can't have a piece of equipment going down.

Trustee Camerer asked what this piece of equipment does.

Public Works Director Dinges stated that the Wheel Loader is the bucket load that loads the trucks with salt, pushes salt into the salt dome, loads stone, dirt and any type of material needed in the vehicles.

Trustee Camerer asked if it was used year-round.

Public Works Director Dinges stated "yes", it is used for mulch, wood chips, etc.

Water

Public Works Director Dinges indicated that they have no additions to staff except the split MPA Intern. He stated that there was not a lot of Capital Outlay but they will have a lot once a decision is made on the water source.

His Capital Outlay consists of the following: #1-Automatic Tank Mixer for the Stearns Road Ground Storage Tank for \$11,500; #2-New Roof for the Stearns Road Control Building for \$18,500; #3-12" EZ Valve Insertion at the Oneida Tower for \$9,200; #4-1-1/2"

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De-Watering Pump for \$950; #5-Portable Hand-Held Meter Reader with Charging Cradle for \$6,900; #6-4 Permanent Water Sampling Stations at \$3,600; #7- 2 Ferro-Magnetic Locators at \$1,800; #8-Acoustic Leak Detection Equipment for \$7,000.

The Professional Development and Associations had no changes from last year.

Trustee Carbonaro asked about Capital Outlay item #1 – if they are going to another water source, would they absolutely need this.

Public Works Director Dinges stated that it may be 5-10 years before they go to the other water source. Yes, it could be cut.

Sewer

Public Works Director Dinges stated that the Sewer Department is proposing a 3% decrease. He stated that they currently have a vacancy in a maintenance position and they propose to keep that vacant. It includes the shared MPA Intern position.

The Capital Outlay requests include: #1-Inline Grinder for Sludge De-Watering Equipment for \$15,000; #2-Sewer Cleaning Truck was not funded; #3-Sanitary Sewer Televising Camera for \$85,000.

Trustee Camerer asked what the cost is for the televising to be outsourced.

Public Works Director Dinges stated that it was about \$40,000 for the area north of the tracks and east of Oak.

Trustee Camerer asked if they do this every year.

Public Works Director Dinges stated that they hope to do a portion of the town every year.

Trustee Camerer stated that these were great ideas as far as buying equipment to be used instead of outsourcing. He thought the leak detection is another good idea.

Administrator Salmons stated that they identified the huge leak in the employee parking lot where they had to dig up half the lot last summer, and it was through the on-going televising and finding it proactively.

Public Works Director Dinges stated that with leak detection on water main breaks, if they cannot find it they have to call an outside company and wait for them to come out. If they have the equipment in the shop, they can go out and find it right away.

President Wallace asked if there was any on-going expenses to owning that equipment.

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Public Works Director Dinges stated that it has to be maintained with regular cleanings but in the long run it will pay for itself.

President Wallace asked them to come up with an agreement for them to clean the equipment for free for a couple of years.

Trustee Martin asked if the staff needs to be trained to use the camera.

Public Works Director Dinges stated that the training for his staff will be included.

Trustee Reinke asked how long the camera will last.

Public Works Director Dinges stated about seven to ten years.

Trustee Shipman asked if it was a tow-behind.

Public Works Director Dinges stated that they will use an existing trailer or an existing van.

#4-3 Chemical Storage Tanks for \$30,000; #5-8 Aerobic Digester De-Watering Tubes for \$50,000.

Professional Development and Association had no changes from last year.

Trustee Reinke asked what was the Government Affairs Seminar for \$75 on page 36.

Public Works Director Dinges stated that it is part of the waste water treatment plant where they get an update on EPA regulations.

Trustee Reinke asked about page 42 "Decrease use of odor control and microbes".

Public Works Director Dinges stated that if they have odor problems at the waste water treatment plant, they put fresheners out there. The plant has been running well and they have not had to use them.

Trustee Reinke wanted to make sure that they don't have any complaints.

Public Works Director Dinges stated that they have money in the budget just in case but didn't need as much as was budgeted.

Administrator Salmons stated that it really helped when they put the covers on.

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Community Development

Community Development Director Jim Plonczynski stated that his budget was decreased by 8%. His Personnel request includes a GIS Technician to assist the current GIS Specialist with the volume and demand of collecting and inputting data and producing maps for all departments within the Village, in addition to any additional work for taxing districts. They are reducing the code enforcement staff by one person. They will be down to two Code Officers due to retirement of one and an upcoming retirement of a second.

His Capital Outlay requests includes the following: Code Enforcement Vehicle at \$20,000; 3 Mini Light Bars or LED Beacons for \$1,300; 2015 Air Photo of Village for \$15,000.

Administrator Salmons stated that they have two air photos currently and residents look at them all the time. The old photo is outdated and people are having a hard time locating things.

Trustee Reinke asked what they specifically use it for.

Administrator Salmons stated that they use it for identifying things.

Community Development Director Plonczynski stated that it is a centerpiece in the Village Hall and people look at it all the time. They look for their homes, businesses, it is used with developers, etc. It is a great visual tool.

Trustee Shipman asked if it has a business purpose or is it just aesthetics.

Community Development Director Plonczynski stated that they use it with developers.

President Wallace stated that he has been with developers and they have viewed the map countless times.

Trustee Shipman asked if the \$15,000 includes all the maps in the building.

Community Development Director Plonczynski stated that it includes one big one and a smaller one for upstairs, plus several reduced size copies.

Trustee Reinke asked if they get them in electronic format.

Community Development Director Plonczynski stated that they didn't ask for that. They get the hard copy. He stated that they use the DuPage County air photos and Google maps. He can ask about the electronic copy but that might cost more.

Trustee Reinke asked why they pay for the aerial photos if they use Google maps.

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Community Development Director Plonczynski stated that the Google map is what they use for their air photo base and this is more for the visual in the hallway.

Trustee Martin asked when the last Google map was done and asked why they can't just enlarge that.

Community Development Director Plonczynski stated that it is copyrighted. They use DuPage County's air photos.

Trustee Shipman stated that he didn't think the resolution would be sufficient for a map that size.

Trustee Camerer asked if the GIS Department could do a street map of Bartlett that would give the same criteria without an aerial view.

Community Development Director Plonczynski stated that they could not do something at that scale and detail. They do a composite photo mosaic and it is ground truth to have accurate scale. The resolution would not be proper on a Google map and you can't maintain the scale that large.

His Professional Development and Professional Association remains the same. He stated that on page 9, the "Rebate" line item has increased. It is the last remaining rebate for Welch Brothers and they are selling a lot more concrete products, therefore increasing the rebate, therefore increasing the Village share of sales tax. It will expire next year.

Trustee Martin asked what kind of vehicle they would be considering for the code enforcement vehicle.

Community Development Director Plonczynski stated that they have trended towards the electric vehicles. He stated that the truck is convenient for collecting signs and that is why they would like to keep it.

President Wallace asked about the rust on the vehicle.

Community Development Director Plonczynski stated that it was hit in a remote parking lot and they are researching the costs involved with fixing it.

Trustee Shipman asked about the emergency board ups and asked if they recover these costs.

Community Development Director Plonczynski stated that they do. They use these funds for evictions, etc. and do try to recover it.

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President Wallace stated that the note holder is responsible for these costs.

Community Development Director Plonczynski stated that they found that when the bank takes over, they hire a management company and that company usually pays it.

President Wallace asked what the cost is for a board up.

Community Development Director Plonczynski stated that it depends what needs to be done. They try to break the door locks before breaking windows.

Administration

Assistant Village Administrator Paula Schumacher stated that their budget proposed a 6% decrease over last year. She stated that it maintains current programs, services and staffing. She stated that last February, the Board discussed civic group contributions and the ordinance approved goes into effect on June 1st of 2015. For the budget proposal, they left contributions to civic groups at the same level as the previous budget year. They have had requests such as Heritage Days (\$3,400), Arts in Bartlett (\$6,000), DuPage Senior Citizen Council (\$5,000) and Friends of the Bartlett Library (\$500). There is no out of state travel under Professional Development and it has remained the same as last year.

Trustee Reinke asked about DuPage Mayors and Managers Building Loan on page 11.

Administrator Salmons stated that it is a building loan that is several years old. When the DuPage Mayors and Managers decided to build a new building, several communities contributed and hold the mortgage of which is paid back every year.

Trustee Reinke stated that between the DuPage Mayors and Managers and Northwest Municipal Conference they have budgeted \$23,000 and \$22,065, respectively. He would like them to take a close look at which organization is utilized and which one is not. He stated that DuPage Mayors and Managers, in which he is active, has disappointed him. He wanted to make sure that they are evaluating and getting their monies worth.

Administrator Salmons stated that both organizations have State and Federal road money that they funnel through. The Board directed staff to try to get more FAU routes approved from DuPage Managers and Mayors and they did that. They have a lengthy FAU that that is approved making the Village eligible for LAP funds and future distributions.

Trustee Reinke wanted to see what they were getting from each organization.

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President Wallace stated that when he saw these numbers in previous years, they went through heavy due diligence as to what these organizations do. These two organizations do not overlap a lot. He stated that their fees are based about residents living in DuPage and he felt that it is definitely worth more due diligence. He asked for supporting figures to justify the costs.

Administrator Salmons stated that with the Northwest Municipal Conference, they have an application for the intersection of Route 59 and West Bartlett Road. There would be substantial improvements like turn lanes which would make it eligible for development. If you get the road money, it will pay for those memberships for a long time. You can't get the road money without the memberships.

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 \$25,000 and that amount represents the local share for the RTA planning grant. She stated that Legal Services is down 7% and covers the prosecutor, Bryan Mraz, labor attorney, lobbyist, tow fee officer/administrative hearing officer and contingencies. Engineering Services (Burke) that may not be covered under the utility funds as well as contingencies for legal issues unanticipated.

Trustee Reinke asked how they were paying the Hearing Officer.

Administrator Salmons stated that they just starting having Hearings in January so they put that in there with an estimated amount. Now that they have a couple months experience, they are able to collapse those two, since he is here at the same time.

Trustee Reinke asked for that bottom line number.

Trustee Shipman stated that he is told that the Lobbyist does a lot for the Village and he would like to see who he is. He is paid \$2,000 per month and he has never seen the man/woman in this Chamber.

Administrator Salmons stated that he would come if it was requested.

Trustee Shipman stated that for \$24,000 per year, he should do it on his own.

Trustee Reinke echoed that and stated that they have never seen anything from Mr. Cullen.

Trustee Shipman stated that perhaps he is doing a lot below the surface.

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Administrator Salmons stated that they will make this request.

Trustee Carbonaro stated that on page 5 (Administration), he questioned the increase in Personnel Services.

Assistant Administrator Schumacher stated that they filled Steve Bosco's position and moved Scott Skrycki into that position. They didn't fill Scott's old position so they still have one opening.

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

ROLL CALL VOTE TO ADJOURN

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

NAYS: None

ABSENT: None

MOTION CARRIED

There being no further questions, the meeting was concluded at 7:06 p.m.

CALL TO ORDER

President Wallace called the Committee of the Whole meeting back to order on the above date at 8:34 p.m. in the Council Chambers.

ROLL CALL

PRESENT: Trustees Arends (via webcam), Camerer, Carbonaro, Martin, Reinke, Shipman and President Wallace answered present.

ABSENT: None

ALSO PRESENT: Administrator Valerie Salmons, Assistant Village Administrator Paula Schumacher, Assistant to the Village Administrator Scott Skrycki, Finance Director Jeff Martynowicz, Assistant Finance Director Todd Dowden, 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, Food & Beverage Manager Paul Petersen, Chief Kent Williams, Deputy Chief Patrick Ullrich, Deputy Chief Joe Leonas, Deputy Chief Patrick Ullrich, Clerk Lorna Giles.

President Wallace stated that they will continue with the budget review.

Trustee Reinke asked that the Golf Department begin.

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Golf

Head Golf Professional Phil Lenz stated that revenues are projected to go down about 5% mostly due to the downturn of rounds of golf being played. They are budgeting about 35,500 which is a five year average. Expenses are going to decrease by 22% mostly due to the retirement of Bob Gavelek. They have several events set up for this season and they are excited. Under Capital Outlay they are requesting the following: Office HVAC Unit for \$13,500; 2 Display Units for Golf Shop at \$4,000 are not funded; Sealcoat and Restripe Parking Lot for \$12,000.

Under Professional Development the PGA Merchandise Show and Education Programs have not been funded. They have no new Personnel requests.

Trustee Reinke referred to page 9, "Automotive Supplies" and asked what kind of supplies are those.

Head Golf Professional Phil Lenz stated that it is due to the age of the golf carts.

Trustee Reinke verified that there are no vehicles assigned to the golf course. He asked about page 15, Utility Mower and asked if it is something they can push back.

Head Golf Professional Phil Lenz stated that the mower has outgrown its life expectancy by 2-3 years. It is integral to the Grounds operation since it does the approaches to greens as well as some of the mounds. It is vital to the appearance of the golf course.

President Wallace asked that if you eliminate someone's salary and benefits and do not add any employees, wouldn't the amount requested equal exactly what the estimated final is from last year minus everything that we paid Bob. He referred to page 9 under "Total Personnel" and questioned why the dollar amount difference from the last year to current did not equate to the \$150,000 salary of Bob Gavelek.

Finance Director Martynowicz stated that Bob did not retire until October so there was six months worth of expense in the estimate.

Trustee Arends left the meeting at 8:25 p.m.

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.

Trustee Shipman commented on page 31 on the cost of \$450 for knife sharpening.

Trustee Reinke commented on page 33, Refrigerated Glass-Front Cooler and asked if

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the replacement was also custom.

Food and Beverage Manager Paul Petersen stated that the replacements are not custom. Maintenance on the existing old units was extensive.

His Capital Outlay consists of the following: #1-One Door T-23F True Freezer for \$2,900; #2-One Door T-23 True Cooler at \$2,800; #3-Refrigerated Glass-Front Cooler at \$3,300; #4-Portable Hot Box/Plate Warmer for \$6,000; #5-Twelve dance floor pieces, trim and new rack at \$2,600.

President Wallace asked if they charge a premium when they bring in their own food.

Food and Beverage Manager Paul Petersen stated that it is a premium. He stated that on weekends when they know they have openings, they allow these types of gatherings as a filler.

Administrator Salmons asked how many additional wedding bookings have they acquired that need the larger accommodations.

Food and Beverage Manager Paul Petersen stated that so far there are four with counts of about 250. During the off season, when people were booking, they only had an artist rendering of what the room would look like. Many of the interested parties had estimated counts of 200-250 people and the normal would have been 140-160, so people are envisioning a larger count just being in the room.

Trustee Reinke asked about advertising which has a \$20,000 budget. He asked if they examine how effective the different advertising mechanisms are.

Food and Beverage Manager Paul Petersen stated that they will have a couple of computer literate individuals go through Google analytics and see how many people have hit the websites and where they are coming from. The other providers such as The Knot, Wedding Wire, Here Comes the Guide, provides detailed information. He stated that "The Knot" has about 78 venues and Bartlett Hills has 52 positive 5 star reviews, the most amount of positive reviews of any other wedding venue.

Trustee Martin asked if they do any wedding expos.

Food and Beverage Manager Paul Petersen stated that they do not. He felt that the website reviews are a huge factor for brides.

President Wallace asked how they stack up to those that don't have any reviews.

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Food and Beverage Manager Paul Petersen stated that they were right in the middle. They are in the process of putting together a tiered wedding package with hopes to get a lot more add-ons.

Administrator Salmons stated that from an overall perspective regarding the golf expenses, they are projecting that the whole operation this coming year will break even and that hasn't happened in many, many, years. She is very pleased to tell this to the Board and looks forward to it playing itself out this year and she is very confident that it will happen.

President Wallace caveated that and stated that he thought it will make money this year. He has every bit of confidence with the size of the banquet room and the new energy that it will be successful.

Food and Beverage Manager Paul Petersen stated that Masters weekend is coming up and they will piggy-back on that and offer Thursday through Sunday, a couple of food specials such as egg salad sandwiches and pimento and cheese at a reduced rate as well as the Georgia Peach for a drink item.

Assistant Administrator Schumacher stated that since the bar area is larger, they can accommodate that without spilling into the banquet area. It has given them a lot more flexibility for the smaller golf events.

Trustee Martin suggested a March Madness.

Trustee Reinke referenced page 39 and stated that the staff performed \$500 worth of services to chip in and he appreciated that. He stated that he knew that the Board has been hard on the golf course and he knew it was challenging. He thanked them for their hard work.

Food and Beverage Manager Paul Petersen stated that they were more than happy to pitch in.

Administrator Salmons stated that there is a list of supported community civic events and they currently have additional requests of which the staff has not responded. She asked if the Board wanted to expand the list.

President Wallace suggested that his opinion is to do what they have been doing for the past ten years.

Trustee Camerer asked how much was being requested.

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Administrator Salmons stated \$500 to Friends of the Library.

Trustee Shipman asked if the list changed from last year besides the addition of the request to the Friends of the Library.

Administrator Salmons stated that one decreased from \$8,000 to \$5,000.

Trustee Shipman stated that the total has gone down so let's lock it.

President Wallace suggested that they lock it, also.

Administrator Salmons stated that Police Department has a presentation on the Incident Command Vehicle.

Chief Kent Williams did a presentation on the proposed Incident Command Vehicle. He explained when it would be used and how often. It is a police emergency command post for a multitude of different scenarios. It seats 12 and has the ability to monitor multiple news agencies simultaneously. He stated that it is designed to get personnel out of the elements and create a meeting space for command staff and an ability to have computers, GIS and intelligence from outside sources. It is designed to be a viable source of operational efficiency for 25 years. He would not have asked for it if it was coming out of his Operations budget.

Trustee Camerer asked if it had a bathroom.

Chief Williams stated "no".

Trustee Reinke reiterated that no taxpayer dollars will be used to fund this vehicle.

Chief Williams stated that it all came from drug seizure money.

President Wallace asked if it will be decaled.

Chief Williams stated that it would, as well as the following statement: "This vehicle purchased with money seized from drug forfeiture".

Trustee Martin asked if this vehicle was in stock.

Chief Williams stated "yes".

Trustee Shipman recognized that it will be paid with forfeiture money, but from a Trustee perspective, why don't we use the money to buy some other things that are being paid

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with taxpayer money.

Chief Williams stated that with the task force, there are restrictions. If it is a permanent part of the operational budget like buying a new fleet or purchasing gas, it falls outside of the auspice of what the monies can be used for. It is declared on what you cannot use these monies for and is pretty specific. They want police departments to use this for things they would not budget for and can use operationally immediately. They could hire a new officer and pay his salary but that would be an additional officer with additional insurance, pension, etc. and he didn't think it was a wise way to use the money.

Trustee Martin asked if they could use the money for a second canine.

Chief Williams stated that he believes they could and it would cover the dog, training and vehicle.

Trustee Martin asked if there would be any money left over if they purchase the vehicle.

Chief Williams stated that there would be considerable money left over.

Trustee Camerer stated that this money was not a constant stream.

Chief Williams stated that they will not allow you to use it for things in the budgetary obligation because the relationship could sever tomorrow.

Trustee Camerer stated that they could get another dog but if the money ran out than it's another expense in the budget.

Chief Williams stated that the training is on-going and maintenance of the animal as well as the vehicle is an on-going expense.

Trustee Camerer stated that with the vehicle, if the money runs out, it just sits there.

President Wallace stated that the money cannot be used for maintaining this vehicle.

Chief Williams stated that it would come out of his vehicle maintenance allotment.

President Wallace asked if this was the "Cadillac" model.

Chief Williams stated that they could get one half the size but then you have half the uses for it. He stated that it is not the "Cadillac", it is more like the "Chevy" as compared to what the Federal government buys.

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President Wallace asked if it was bullet proof.

Chief Williams stated that it was not.

Trustee Shipman asked how long the unit is.

Chief Williams stated 30 feet and does not require a CDL license.

Trustee Shipman stated that the long range planning is about a facility and yet there is no parking at the Police Department. Where will it be parked.

Chief Williams stated that along the north side if they move the present command post and the speed trailers, they could get it parked there.

Trustee Shipman stated that it's easy to spend drug money because it's not taxpayer money. He had concerns when they are going to spend \$300,000 on a vehicle that will be used a couple times per year and parked outside.

Chief Williams stated that he is right – it will be parked outside but will be used approximately thirty times per year.

Trustee Carbonaro asked if it would fit in the garage by the water tower.

Chief Williams stated that they have not researched that. They are all cramped for space and was not sure of the Public Works space.

Trustee Shipman stated that there has been very early talks about a new Public Safety facility and he made his views on that very public. He thought this would be a great thing to have parked inside of some type of garage or covering but that facility may or may not happen at all and could be 5-10 years down the road. He hated to see it sitting outside.

Trustee Martin asked if there was space at the Water facility.

Public Works Director Dinges stated 'no'.

President Wallace suggested negotiating the price to \$280,000 and building a carport with the remainder.

The Board did a Voice Vote for the purchase of a Command Vehicle.

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VOICE VOTE TO PURCHASE COMMAND VEHICLE

AYES: Trustees Camerer, Carbonaro, Martin, Reinke

NAYS: Trustee Shipman

ABSENT: Trustee Arends

MOTION CARRIED

President Wallace stated that they were at the point where they would do something about the electricity tax.

Administrator Salmons stated that she talked to Trustee Reinke before the meeting and stated that if there was appropriate direction to the staff, they would prepare whatever ordinance or resolution to take action on.

President Wallace stated that the staff carved out money from the budget to eliminate XX amount of dollars to the utility tax.

Attorney Mraz stated that the Electric Utility Ordinance is based on terms and usage tax. They were pretty close when they projected the initial revenue from incorporating this tax initially, so if they get a dollar amount, they will convert it to term language and pass an ordinance. It must go to ComEd and meet their billing schedule and time. It won't be effective immediately but once it kicks in, it will reduce the electricity tax.

Trustee Reinke stated that from a budget perspective, they are going to decide to cut the electric utility tax and work backwards from there to cut from the budget.

Administrator Salmons stated that those cuts have already been made. When you look at the amount of cuts in this budget, it far surpasses the \$300,000 level.

Trustee Reinke stated that he looks forward to seeing that ordinance.

Trustee Martin asked what the total revenue was for the electric tax.

Finance Director Martynowicz stated \$600,000 for the electric tax.

Trustee Martin suggested cutting it over a 3-4 year period.

Administrator Salmons stated that she is comfortable if the Board cuts the electric tax in half and does it in one resolution. The budget that has been reviewed can accommodate that cut.

Trustee Carbonaro suggested that they also remove half of the gas tax also as a reduction.

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President Wallace asked if he thought they found \$800,000 in extra spending and cut it out.

Trustee Carbonaro stated that half of the gas tax would be \$500,000.

President Wallace stated \$500,000 (gas) plus \$300,000 (electric).

Trustee Carbonaro stated that he didn't say "plus". If they were going to start, why start on the electric, start on the gas since it is a little higher.

Trustee Shipman stated that they would have to cut another \$200,000 from the budget.

President Wallace estimated that they have cut about \$300,000 from the original budget so why wouldn't they use \$300,000 as the amount to reduce the electric tax by. That is what they agreed on – find as much as they can and prepare the ordinance.

Administrator Salmons stated that it is not quite as neat but part of those savings that they have been doing for years will help them have the flexibility to eliminate that. There are eight positions that are still open and that comes to about \$700,000. She stated that some of those might have to come back at some point, but as long as they are saving as they go along, that is an exact science. It certainly leads them to the position to be comfortable and she is comfortable with a 50% cut out of the electric tax which is \$300,000.

President Wallace stated that they should not stop at \$300,000. He wanted everyone to understand that they are consistently over the Fund Balance because at this time they should be pushing on the underside of them, if anything, because people are still scraping by. With U-46 not stopping on their tax increases, it is going to get worse.

Finance Director Martynowicz stated that the General Fund has a lot of flexibility.

President Wallace stated that he would like to see the Village working on a lesser margin and residents getting more of a margin than backwards.

Trustee Martin suggested that every year they give a rebate since they don't know what the Governor is going to do.

Trustee Reinke stated that they budget on an annual basis and there is no way to know exactly what is going to happen. His point it well taken and the staff has very clear direction that they will cut the electric utility tax in half and there will be an ordinance to vote on at the next meeting.

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Administrator Salmons commented that regarding the Fund Balance, she understands having it on the underside. She stated that keeping it right in the middle helps them with flexibility. When you have a lot of residents and Board members wanting a \$500,000 stop light, sometimes that flexibility helps. They got the emerald ash borer taken care of more quickly than any other town because they had that flexibility. It is important because you don't know what could possibly happen in the future.

President Wallace agreed.

Trustee Reinke asked if they needed to re-evaluate the bond policy.

Administrator Salmons stated that they are well within the bond policies. If they start playing the underside too far, then they can't do anything out of the ordinary since they are locked in. She thought that flexibility has been important to the residents and the issues brought before the Board.

President Wallace stated that the general perception of folks that he has talked to would rather have the Village pinching versus the residents saying that they have been doing this for four years. He appreciated everyone's work on this and stated that it has been a real challenge.

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

ROLL CALL VOTE TO ADJOURN

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

NAYS: None

ABSENT: Trustee Arends

MOTION CARRIED

There being no further questions, the meeting was concluded at 9:21 PM.

Lorna Gilles
Village Clerk



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1. CALL TO ORDER

President Wallace called the regular meeting of April 7, 2015 of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:12 p.m. in the Council Chambers.

2. ROLL CALL

PRESENT: Trustees Camerer, Carbonaro, Martin, Reinke, Shipman, President Wallace were present. Trustee Arends attended remotely via webcam.

ABSENT: None

ALSO PRESENT: Village Administrator Valerie Salmons, Assistant Administrator Paula Schumacher, Assistant to the Village Administrator Scott Skrycki, Finance Director Jeff Martynowicz, Assistant Finance Director Todd Dowden, 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, Food & Beverage Manager Paul Petersen, Chief Kent Williams, Deputy Chief Joe Leonas, Deputy Chief Patrick Ullrich, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

3. INVOCATION – Pastor Andrew Weiss from Faith World Outreach Church did the invocation.

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.

There were none.

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



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ROLL CALL VOTE TO APPROVE THE 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

Finance Director, Jeff Martynowicz summarized the Municipal Sales Tax Report for fiscal year 2014/15 as of January, 2015 to be at \$1,663,065 and indicated that it represents a 1.07% increase over the same time period last year. He stated that the Motor Fuel Tax Allotment Report reflects revenues through February, 2015 and the year to date revenue is \$876,070 and that represents a 0.06% increase from the same time period last year. He noted that as part of the Governor's proposal, and the sweeping of the funds, it does include the Motor Fuel Tax Allotments that the Village receives so they may be short by about \$45,000 this year.

9. PRESIDENT'S REPORT

President Wallace stated he wished to appoint a new member to the Plan Commission by the name of Tom Connor.

Trustee Shipman moved to consent to the appointment of Tom Connor to the Plan Commission and that motion was seconded by Trustee Camerer.

ROLL CALL TO CONSENT TO THE APPOINTMENT OF TOM CONNOR TO THE PLAN COMMISSION

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

NAYS: None

ABSENT: None

MOTION CARRIED

10. QUESTION/ANSWER: PRESIDENT & TRUSTEES

Trustee Shipman stated that there has been some grading and excavation on Prospect Avenue and wondered if it was good news for the flood control project.



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Administrator Salmons stated that it is the beginning of the long awaited flood control project that is funded in large part by the federal government for about \$3.5 million dollars. They will begin on Prospect and it provides relief further up north by Taylor. They will be doing some retention ponds also. She stated that it is a big project that is finally getting off the ground.

Trustee Shipman asked if they had a rough completion date.

Administrator Salmons stated that it would be completed by next Spring. These flood control improvements will benefit the residents immediately.

Trustee Carbonaro asked the Village Administrator to include the utility tax removal topic to the next meeting agenda to discuss and possibly vote.

11. TOWN HALL

Christine Winger, State Representative for District 45

Ms. Winger introduced herself as the new State Representative of District 45 and stated that her office was open and ready to service the Board and its constituents. She stated that her office is located at One Tiffany Point in Bloomingdale, IL and she is ready to serve and appreciated the opportunity.

President Wallace stated that they would be looking forward to updates from Mr. Rauner.

Dale Dwyer, 860 Kingston Lane

Mr. Dwyer asked the Board to consider not doing a Downtown TIF District. He stated that over the last numerous years the Village has spent almost \$70,000 in marketing funds to find out that the Town Center is nothing but a convenience center. He stated that it will never be a destination center and he didn't think that a TIF District would revitalize the downtown. He stated that in the last month they lost the florist from Bartlett Plaza and nobody comes downtown. Residents don't like going through town and are using Devon to get out. He asked the Board to not consider a TIF District. He asked if they could find some money in the budget to replace the flag on the flag pole at Village Hall which is tattered, ripped and torn.

President Wallace stated that there will be an actual meeting, above and beyond the required Public Hearing, for the TIF. It will pre-curse the meeting on June 2nd. He stated that residents requested a special time set aside for businesses and residents on the proposed TIF.

Dennis Cortesi asked for some time to speak during the Committee of the Whole meeting.



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12. STANDING COMMITTEE REPORTS

A. PLANNING & ZONING COMMITTEE, CHAIRMAN CAMERER

Trustee Camerer stated that there was no report.

B. BUILDING COMMITTEE, CHAIRMAN MARTIN

Trustee Martin stated that there was no report.

C. FINANCE & GOLF COMMITTEE, CHAIRMAN REINKE

Trustee Reinke presented Resolution 2015-22-R, A Resolution Approving of Change Order Number 1 to the Contract Between the Village of Bartlett and Walter Daniels Construction Company, Inc.

Assistant Administrator Paula Schumacher stated that they received and reviewed Change Order Number 1 from Walter Daniels on the Bartlett Hills expansion project, and it includes a series of changes with a net total Change Order of \$12,979.35. It brings the total project to \$188,479.35 and was completed on time and \$61,520.65 under the original project budget.

She stated that the following items were in the change order and many of the items were due to concealed conditions:

➤ Structural Repairs \$5,732.40

In the Banquet Room the roof was not supported by the existing girder truss, but rather the exterior wall. This could not be determined from the existing building plans and could not be seen until the drywall ceiling was removed. The wall they intended to move for the expansion was a load bearing wall. With the addition of header beams to support the roof and the use of existing steel columns, the wall could be safely removed for the expansion. The architect, Mark Lindstrom, worked with the contractor to do this work on a time and materials basis which significantly reduced the cost.

➤ New Bar Top \$3,437.17

The Board gave direction to replace the laminate on the new bar top.

➤ Partition System Track \$2,262.65

It was determined that the existing partition track system could be modified so as to match the existing wall partitions. This allowed the columns to be reduced in size and opened up additional floor space. A soffit was constructed to house the tracking system for the partition.



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➤ Repair Bar Soffit \$5,991.02

The soffit in the bar area was pulling away from the ceiling and in danger of collapse. This was not visible, but discovered when the ceiling was removed in the bar area. The soffit had to be completely removed and the wall behind it replaced. The drywall behind and around the existing soffit was deteriorated and required replacement as well.

➤ Electrical Revisions \$3,859.83

The trim around the light fixtures in the bar room were no longer available so new trim was required. Also, to better service the bar area additional outlets for cable and electricity were installed in the bar area at our request. Two cable TV outlets were relocated and two were added. Two additional electricity outlets and a new under cabinet light was added at the bar. The architect worked with the contractor to lower the cost of these items.

➤ Bar Tile, Wall and Flooring \$2,878.91

The existing bar structure was significantly deteriorated from water seepage and mold buildup over the years. The entire bottom track was corroded and required replacement. The existing floor behind the bar was delaminating as well. The extent of the water damage was not revealed until the counter top and the sink were removed. The contractor rebuilt the existing walls and removed and reinstalled a new floor. To prevent future water seepage, a 12" high ribbon of cement board was installed at the base of the wall along with water resistant plaster then both were covered with a fiberglass reinforced panel.

➤ Replace Bar Ceiling Tile \$2,643.40

The existing ceiling tiles in the bar area were too discolored and smoke stained to match with the new area. All the ceiling tiles were replaced and the grid was repainted. The Bartlett Hills staff assisted with the grid painting to reduce the cost of this item.

➤ Wood Flooring \$2,326.03 **credit**

There was a \$9,000 allowance in the bid for a wood floor in the bar area. The floor selected cost \$6,673.97 for the credit of \$2,326.03

President Wallace asked if the flooring was a wood-laminate.

Assistant Administrator Paul Schumacher stated that it was a wood-laminate.

President Wallace asked how many square feet it is.



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Assistant Administrator Paul Schumacher stated 833 square feet.

Trustee Reinke asked why the soffit was pulling away from the ceiling.

Architect, Mark Lindstrom stated that when they took the ceiling down, they noticed that the soffit was hung by two wires. They were lucky that it never fell down and hurt someone. They basically had to tear the whole thing down and re-do it. The original soffit was not hung by the trusses, it was hung by the drywall which was structurally unsafe. He stated that when they removed the bar sink they found that the drywall was rotted and the metal studs were corroded. They rebuilt it with new metal studs, cement board and FRP (Fiberglass Reinforced Panel) so it will never be an issue again.

Trustee Martin stated that he liked that they saved \$61,000. He asked when the last time was that the building was inspected.

Assistant Administrator Paul Schumacher stated that a lot of that would not have been seen without opening up the walls.

Trustee Martin asked about the kitchen.

Architect Mark Lindstrom stated that the kitchen has FRP in it.

Trustee Martin asked if there is anything else that needs to be fixed.

Architect Mark Lindstrom did not know.

Trustee Martin stated that they saved \$61,000 but they should make sure that the whole facility is in good, safe, condition for the employees as well as residents to avoid a lawsuit.

Assistant Administrator Paul Schumacher stated that there are no safety issues. They fixed the tripping hazard between the patio and the doors and did not feel that there was anything outstanding. She stated that the kitchen is inspected on a regular basis.

Trustee Martin asked if the back bar also has a soffit.

Assistant Administrator Paula Schumacher stated that there is nothing anticipated because it is tiled.

President Wallace asked if they checked the back bar for FRP.

Architect Mark Lindstrom stated that it does not have FRP.



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President Wallace asked them to check that. If they are going to improve this facility, it should be done right.

Attorney Mraz stated that they didn't want to have "project creep" and have additional add-ons such as matching the bar counters.

President Wallace stated that there is a difference between maintenance and improvement. If there is a dangerous environment with mold growing in the back bar then it should be fixed.

Assistant Administrator Paula Schumacher stated that they will see if there is a way to look at that without doing demolition.

Trustee Martin asked how it looked.

Assistant Administrator Paula Schumacher stated "lovely". She stated that she is stunned at how different the bar looks. It has an entirely different feel and is very open and bright.

Trustee Carbonaro stated that when sitting at the bar you can count how many balls are in the water.

Architect Mark Lindstrom stated that the contractor, Walter Daniels Construction Company did an outstanding job and were the best contractor he ever worked with.

Trustee Camerer stated that he has not seen it yet but he has heard a lot of good reports from the people that he sees on a daily basis that have been there. He thought it was great and he was also pleased that they were able to save the taxpayers \$9,000 on the windows that were not replaced.

Trustee Reinke wanted to clarify that this Change Order was for work already completed.

Assistant Administrator Paul Schumacher stated "yes".

Trustee Reinke asked if they anticipate any additional Change Orders.

Assistant Salmons stated that they are done and the first wedding is this weekend.

Trustee Carbonaro asked the Building Director about the back bar.

Building Director Brian Goralski stated that the back bar is not used as much and they would have to completely remove the sinks to see the extent of damage, if any. He did not expect the water damage to be an issue but they will check.



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Trustee Reinke moved to approve Resolution 2015-22-R, A Resolution Approving of Change Order Number 1 to the Contract Between the Village of Bartlett and Walter Daniels Construction Company, Inc. as presented and that motion was seconded by Trustee Martin.

ROLL CALL TO APPROVE RESOLUTION 2015-22-R, APPROVAL OF CHANGE ORDER NUMBER 1 TO WALTER DANIELS CONSTRUCTION.

AYES: Trustees Arends, Camerer, Carbonaro, Martin, Reinke, Shipman
NAYS: None
ABSENT: None
MOTION CARRIED

D. LICENSE & ORDINANCE COMMITTEE, CHAIRMAN CARBONARO
Trustee Carbonaro stated that there was no report.

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

F. PUBLIC WORKS COMMITTEE, CHAIRMAN ARENDS
Trustee Arends presented Resolution 2015-23-R, A Resolution Approving the Agreement Between the Village of Bartlett and Synagro Central, LLC.

She stated that Synagro has disposed of the biosolids at the wastewater treatment plant for the Village since 1990. The Village received three proposals and Synagro was the lowest proposer with very satisfactory performance.

Trustee Arends moved to approve Resolution 2015-23-R, a Resolution Approving the Agreement between the Village of Bartlett and Synagro Central, LLC, and that motion was seconded by Trustee Camerer.

ROLL CALL TO APPROVE RESOLUTION 2015-23-R, APPROVING THE AGREEMENT WITH SYNAGRO CENTRAL, LLC.

AYES: Trustees Arends, Camerer, Carbonaro, Martin, Reinke, Shipman
NAYS: None
ABSENT: None
MOTION CARRIED



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13. NEW BUSINESS

Trustee Arends asked if the staff could talk with IDOT to do something with the corner of Route 59 and West Bartlett Road because there is no street light there and it is prone to accidents.

Chief Williams stated that is it in the top 3 or 4 accident intersections.

Trustee Arends stated that some lighting will help that situation.

Chief Williams stated that they will reach out to IDOT to correct it as soon as possible.

President Wallace stated that they are looking at that intersection because it is one of the 5% top accident locations in the State of Illinois and that earmarks it for funding. He stated that they would not want to put up a light until they have completed negotiations with the State.

Trustee Martin congratulated and acknowledged two newly elected Trustees in the audience, Ray Deyne and Adam Hopkins, as well as TL Arends. He asked Trustee Arends if this was her ninth or tenth term.

Trustee Arends stated that it was her seventh.

14. QUESTION/ANSWER: PRESIDENT & TRUSTEES

Trustee Camerer stated that this past weekend, the Village had an opportunity to see thousands of people come into town. He complimented the Police Department, who kept things safe and well controlled, and stated that residents gathered for the Easter egg hunt. The Lions Club and the Village Church of Bartlett hosted these events. The gazebo park had 45,000 eggs and approximately 3,000 to 5,000 people showed up. He stated that he was proud of the Village and it was a great opportunity to have people come in, interact, and see Bartlett for what it's worth.

15. ADJOURNMENT

There being no further business to discuss, Trustee Martin moved to adjourn the regular Board meeting and to reconvene the Committee of the Whole meeting, and that motion was seconded by Trustee Shipman.



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ROLL CALL VOTE TO ADJOURN

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

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting was adjourned at 7:45 p.m.

Lorna Gilles
Village Clerk

LG/