



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

President Wallace called the Committee of the Whole meeting to order at 7:25 p.m.

**PRESENT:** Chairmans Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke, and President Wallace

**ABSENT:** None

**ALSO PRESENT:** Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Finance Director Todd Dowden, Community Development Director Jim Plonczynski, Director of Public Works Dan Dinges, Public Works Engineer Bob Allen, Building Director Brian Goralski, Grounds Superintendent Kevin DeRoo, Chief Patrick Ullrich, Deputy Chief Chuck Snider, Village Attorney Bryan Mraz and Village Clerk Lorna Giles.

**PLANNING & ZONING COMMITTEE**

**1. Municipal Code Text Amendment – Update of Title 3, Chapter 2 – Amplifier Regulations**

Chairman Hopkins stated that this was a housekeeping issue that approves hours of operations.

Community Development Director Jim Plonczynski stated that with the approval of the text amendment for the administrative approval of amplifier permit applications the hours of operation were not included in the ordinance. Staff believes that there should be some parameters for amplifier related events and should have hours similar to the previous amplification hours that were between 8:00 a.m. and 11:00 p.m. Monday through Saturday and set Sunday hours between 8:00 a.m. and 10:00 p.m. Also, an extended amplifier permit may be issued if in the public interest for not more than five (5) days and not before 6:00 a.m.

**FINANCE & GOLF COMMITTEE**

**1. Renewal of Health Insurance Plan**

Chairman Deyne stated that staff has concluded the annual analysis of our benefit plans and he asked staff to summarize.

Village Administrator Paula Schumacher stated that in 2014 the Board did an extensive review of the insurance program with assistance from an outside consultant. They looked at the self-funding, pool insurance, and evaluated that against the locally brokered, fully funded program. They are presenting the annual renewal for that fully



## **VILLAGE OF BARTLETT COMMITTEE MINUTES October 17, 2017**

---

funded program. In August, they asked the broker to evaluate self-funding as an option and found that this type of plan was not feasible nor was it cost-effective with our claims experience. They continue to work with the local broker and evaluated other program options such as the high deductible plans, but found this option did not provide a significant savings to the Village nor the employees.

The proposed renewal plan is a combination of structure changes, cost adjustments and education to modify employee health care choices. We have been able to reduce the rate increases from 19.9% to 15.8% and to realize a potential savings of \$61,000.

The biggest change in the plan is to move from a simple “employee” or “family” option to a four-tiered plan that allows the employees to choose what fits their family dynamic from “employee and spouse” or “employee and children”. Update the 25-year-old structure that is out of date with the modern insurance market and is more reflective of the private sector selections. It provides flexibility and cost savings not only to the Village but to our employees as well.

The next change is what she would describe as behavior modifiers. The first is an increase in the co-pay for emergency room visits from \$50 to \$150. This change provides dual benefits for cost savings. It lowers the overall rate in both the PPO and HMO plans and is a behavior modifier for our employees seeking treatment. It tunnels them towards the urgent care facilities or the doctor’s office rather than the emergency room. Employees in the PPO plan also will have the ability to participate in a Web MD program which allows them to communicate with a doctor online rather than going to the doctor’s office. These options will result in behavior changes that result in financial savings for the Village. She also added an educational component to the plan this year with the human resources staff and broker to do some education at an open enrollment meeting to help employees understand the changes to the plan and how to most effectively utilize the plan to save money for themselves and their families, which ultimately lowers the cost to the Village. This kind of education assistance program has not been offered to our employees in the past.

Finally, the prescription drug and co-pay reimbursement that is part of the police union contract expires this April and that will result in a \$25,000 savings. Our collective-bargaining agreements outlined percentages of the coverages that the Village and employees are responsible to pay. The majority of our employees are in the bargaining units and therefore they looked at changes to the program that provided savings and kept our commitments to the union agreements.

Chairman Hopkins stated that employee health insurance is one of the biggest expenses that the Village occurs on a monthly and yearly basis. What would be the process to look at other brokers.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

Administrator Schumacher stated that they would have to go out to bid to look at other brokers. Two of the largest brokers in Bartlett have recently merged (Arachas Group Insurance) and have served the Village for many years. They could go out to bid for the next renewal. There are federal time requirements that they are up against for this renewal.

Human Resources Director Janelle Terrance stated that under the regulations of the Affordable Care Act, they have to have a plan in place in order to allow employees a certain amount of time to choose a plan. At this juncture, they could not do that this year. In 2014, the Board was very interested in keeping a local broker in order to keep the business in town. If the Board directed them to go out to bid they could certainly do that in the future. She didn't think that shopping for a broker would necessarily save money. They are going to shop the same markets that are available to all brokers and with the changes in the Affordable Care Act, the marketplace for insurance has gone down. There are probably four large carriers that quote group business. She felt that savings should be done internally and that is what they have committed to do. Evaluating our plan with our insurance broker, we are over benchmark on where we are at percentage wise in our claims experience and that is a concern. That is why they have committed as staff, to educate our employees and work with them to modify behaviors so they can become better educated consumers. They have not done this in the past and it is something the broker will work with us on. The addition of the Web MD program for the PPO plan is something that is trending on a lot of other plans and she thought it would be a wonderful option to the employees. She believed that this will reduce our claims experience in those terms.

Administrator Schumacher stated that what will really move the needle on our savings is modifying our claims experience. When we shop for insurance, they look at our employees and our experience level and that is what nails in the rate. We need to do additional work in-house to reduce those claims and better education with choices that our employees make in terms of going to Walgreens for prescriptions or using the mail order service, etc.

President Wallace stated that they just modified some of the controllers tonight with the farming out the tree brush because there were a lot of claims from public works employees.

Chairman Gabrenya asked if that was health claims or Workmen's Comp. claims.

Administrator Schumacher stated that those would go to IRMA, but sometimes injuries become residual claims.

Chairman Deyne asked what the total amount of savings was.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

Administrator Schumacher stated \$61,000.

Ms. Terrance stated that the plan is changing from a two-tier structure to a 4 tier structure. She stated that it is hard to put an exact figure on the amount of savings that they are going to experience. By changing the structure of the plan, some employees will migrate to different plans because it will be a cost savings for them as well as the Village.

Chairman Reinke stated that our costs are going to increase 15.8 percent from what to what? We talked a lot about savings on the quote but wanted to know what the increase was.

Staff did not have that figure.

Chairman Reinke stated that he thinks it is important. They have been talking about the unsustainable levels of the insurance premiums for years and he thought it was important to know what the charges are exactly and what the 15.8% increase is going to mean.

Chairman Gabrenya stated that across the public and private sector, in human resources, the cost of healthcare continues to rise. She asked if Ms. Terrance knew what is to be expected in the public and private sector rate increases.

Ms. Terrance stated that there was an article that referenced double digits across the state. With no disrespect to the federal government, the Affordable Care Act did not work and is the cause of these increases. Unfortunately, they are taking the brunt of this in the public and private sectors. She stated that some of the broker's clients are experiencing 30% increases in their insurance premiums. She agreed that the 19.8% increase is a huge expense and they have to figure out a way to combat that.

Chairman Reinke stated that he pays for his own insurance and his premiums usually increase 20 to 30%. It costs him about \$20,000 a year to ensure his family. That is cash that he pays and there are no taxpayers to pay for it. His deductible is not \$50 for an ER visit, it is \$6-8,000 for the entire family. He thought this is a very tough sell and he knows it is very personal. It was not meant that way since he does not disrespect anyone there. This is a ton of money and there needs to be a sense of realism. We need to be realistic about benefits in light of the fact that our revenues are not growing 15 to 20% this year. How can we afford to do this?

Administrator Schumacher stated that she didn't think the employees would take this personally but she wanted the Board to understand that they have been here every step of the way when we reduced and reduced and reduced plans. It is something that we talk about frequently and it was the main topic of discussion at her recent "Coffee with



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

Paula” employee meeting. Employees understand that the revenues are not there and there are going to be changes to the plan that will impact them. The benefit package is a big part of our recruitment and it is something we have to keep in mind, especially in terms of the police department. We don’t want to have a revolving door for hiring people and training them only to have them leave because they get a better deal somewhere else. Those are all things we take into consideration and we certainly take those comments to heart.

Chairman Camerer stated that people that work for corporations will take that hit for maybe 3 or 4 years and then usually switch to another insurance company. Has that been pursued by the broker?

Chairman Carbonaro stated that there are only so many companies in the State of Illinois because they have all pulled out.

President Wallace stated that when the broker does the bid he gets them from all providers and compares them side-by-side.

Chairman Carbonaro stated that they are going through the same thing at his work, and 15.8% is the increase they got from United Healthcare. Aetna and Blue Cross was not available. The pool is not worthy of fishing in - there is only a couple of companies that can actually bid.

Ms. Terrance stated that every year the broker goes out to shop the market. He is directed to look at every possibility.

Chairman Gabrenya stated that when bringing on new employees, insurance is a heartfelt important thing. How do we find out and understand what other communities, especially police departments are offering so we do enhance our retainment and also attracting new candidates.

Ms. Terrance stated that they look at those benefit plans yearly on an annual basis. We look at the plan design, the plan structure and what plans are offered. They did look at a high deductible plan and it did not produce the expected savings so it was not even considered an option this year. They look at plan design, co-pays, doctor and specialist co-pays, and they have made incremental changes in the past years. She indicated that they do not want to do too much at once.

Administrator Schumacher stated that they look at other comparable communities.

Ms. Terrance stated that it is public record and she has a network of professionals of what she receives their benefit plan design and contribution percentages. She stated that the Board had concerns over what the employees contribute to the premiums.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

Right now, some of the comparables have an employee contribution as low as 2%, three of them are at 10%, one is at 12%, one is at 15% and two at 20%. The concern that they have is that there are two union contracts that they have commitments to and the majority of our employees are in both of those groups. By making changes for the non-represented employees will not be a savings to the Village. To try and negotiate benefit changes with unionized employees when other comparable communities are similar to what they have, it becomes an issue.

Chairman Gabrenya was surprised to hear that the high deductible plans don't save money. With her patients as an example, even those in the fanciest corporate buildings in downtown Chicago are coming to her office with very high deductibles.

Ms. Terrance agreed that she was also shocked that this did not represent a significant savings for us.

Chairman Reinke stated that he found that hard to believe. He would like to hear from the broker directly.

Administrator Schumacher stated that they can have the broker walk the Board through the numbers.

Chairman Reinke stated that he would like to see the 15.8% increase be cut down to 0%. However, they choose to get there, it is up to the staff. He would like to see a number closer to zero.

Administrator Schumacher stated that she didn't know if she could do that but they will certainly take another run at it and bring the broker here to walk them through it.

Chairman Hopkins asked when the last time was that they switched brokers.

Administrator Schumacher stated that they have had Paul from Sullivan for 22 years. She stated that every time they have asked Paul to look at something he has done so aggressively. They will go back and see what else they can wring out.

President Wallace stated they did a pretty extensive look with outside brokers in the past. He thought that next year, it would be a good exercise to do it again.

Administrator Schumacher stated that they should also look at the pooling option. They have had some success with that with IRMA in keeping the costs down.

Chairman Carbonaro asked if revenues could also be compared with other villages to see if we are comparing "like" products. It would be hard to compare us with Carol



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

Stream since we don't have a Joe Cotton Ford, so our revenues are a little bit lower. If they have a 2% employee contribution, we can't afford that.

**2. Potential General Fund Revenue Discussion**

Chairman Deyne asked staff to proceed.

Administrator Schumacher stated that when the Board had their strategic planning session at the end of September, several of the Trustees stated that there was a great deal of confusion over the home rule sales tax that was being discussed in terms of what the recommended percentage of increase was and whether other surrounding towns have that tax. She indicated that they did that on the website and through a Facebook post. It contained the information that was in the Board packet from previous discussions. At Committee meetings on July 18, August 15, September 5, the Board discussed various revenue sources such as the food and beverage tax, video gaming revenue and various cuts to expenses as well. The Board also discussed wanting more information about pending items such as the waste hauler contract, insurance renewal and continued fee review to get a fuller picture of both sides of the ledger as we move towards the start of budget season. Tonight they presented some of those and will be doing the fees very shortly. She stated that she was very grateful that they could handle this continued discussion at the start of the budget process instead of the Board's review in the spring. The Board's input will help them guide the budgeting decisions once the departments put together their proposed budgets in November. Having this discussion early gives the Board space to consider things and it helps the staff put together the proposals.

President Wallace stated that it was a little bit shocking that our employees per 1,000 residents decreased 4.69% from 2008-09.

Chairman Reinke stated that our revenue is down \$800,000 because the State cut the LGDF.

Finance Director Todd Dowden stated that they are using \$400,000 of the fund balance for this year and there is another \$400,000 for next year that they will be short because when the State passed their budget they reduced income tax by 10%.

Chairman Reinke referenced his memo from August 28, 2017, there was a reference to \$106,000 if they cut brush pickup. He asked how the vote on the refuse contract will change that.

Public Works Director Dan Dinges stated that the \$106,000 is staff time that was dedicated towards brush pickup. They plan to utilize the same staff members on the



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

bike path maintenance, pavement patching, tree trimming, etc. There really isn't a savings since those staff members will remain - they will just be doing other duties.

Chairman Reinke stated that if they are looking at cutting \$800,000, the best they could come up with was to cut flower baskets?

Administrator Schumacher stated that these were before the cuts to the proposed budgets. These were just some things that she asked staff to take off and were just the "low hanging fruit".

Chairman Camerer asked if any of the items listed under the Streets Department were able to be picked up with the motor fuel tax. He asked if this was money that was set aside and the State can take it away.

Mr. Dinges stated that they have delayed it sometimes but they are getting it. He spoke about bike path maintenance and stated that as long as it is adjacent and within the right away, they can utilize it. He was not sure if it could be utilized for the ComEd right away. He stated that they get roughly \$1,000,000 per year and it is not enough to maintain the roads that they currently have. Using it towards bike path replacement will put the road replacement program behind.

Chairman Camerer asked him to explain how we could have paid to pave the Ruzicka parking lot for \$695,000 and still do the roads at the same time. There seems to be some discrepancy there.

Mr. Dinges stated that it is a decision on whether to put the money towards bike paths, parking lots or roads. Those are the three things that they could utilize the MFT funds on. The Ruzicka parking lot has been talked about for several years. As we get into the Capital Budget next month you will see the road program being beefed up a little bit based on the Bike & Run Committee increasing some of the bike path maintenance and focusing our attention on maintenance of our roads and bike paths.

Administrator Schumacher stated that they took the Board's comments to heart regarding keeping the same levels of service to the residents. Flower baskets are really not a service. They tried to look at the aesthetic things such as holiday lights and things that would not diminish the service levels to the residents.

Chairman Hopkins asked if there were any internal things they could do to save money.

Administrator Schumacher stated that they will see those things when they present the proposed budget. They have held positions open, we removed some completely, and there are certainly more internal things that they can do.





**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

Chairman Deyne stated that it was important for the record to note what staff has done since 2007, what the police department has done, what has happened to our tax levy. He stated that staff has been reduced by 5%, which is 11-12 people.

Administrator Schumacher stated that there is at least one person from every department. It is police officers, maintenance workers, secretaries - no department has been spared.

Chairman Deyne stated that Chairman Hopkins is asking what staff could do to save money. In his opinion, staff has been proactive in doing what they possibly can. He also understands that the police department is down approximately two officers.

Police Chief Patrick Ullrich stated that in this current budget year they were asked not to fill three positions (police officer, investigations secretary, records clerk).

Chairman Deyne asked about the tax levy and whether it stayed the same since 2012.

Mr. Dowden stated that the general fund tax levy has remained the same or decreased over a number of years.

Chairman Hopkins asked if it would be beneficial to hire a consultant to look at each department.

Administrator Schumacher stated that one thing she would want to look closer at is using a consultant for combining the Building and Community Development departments. NIU does this kind of work for a number of communities.

Chairman Gabrenya asked if they needed to make the decision on the home rule tax immediately. Can't we try to manipulate the budget in the upcoming year in preparation of this deficit. She stated that there was \$188,000 in contracts that we did not spend on the police department. Does that bring our \$800,000 deficit down to \$612,000.

Mr. Dowden stated that it would save in the 2018/19 budget year. We are short in the 2017/18 year. The savings would be in the second year of the construction.

Administrator Schumacher stated that we will continue this discussion through the proposed budgets. It is not a decision that they have to make at this time.

Chairman Reinke stated that 53% of our current budget is capital projects - isn't there a way we could pare down things like vehicle replacement.

Mr. Dowden stated that the capital budget is mainly being funded by Illinois low interest loans. The capital budget is not in the general fund. We are focusing on the general



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

fund and that is operations, Police Department, Streets Department, snow plowing, general administration. That is why we keep talking about the general fund levy which is mainly operating expenses and not capital outlay.

Administrator Schumacher stated that the things mentioned relative to the capital budget can certainly be done and the Board will see that in December. We will keep that in mind when we start the review.

Chairman Hopkins asked where the money comes from for vehicle replacement. Does it come from the general fund?

Mr. Dowden stated that it comes from the departments – water, sewer, general fund.

Chairman Hopkins asked what the current cycle was for police vehicles.

Mr. Dowden stated that the contribution from the police department for vehicles is approximately \$200,000 per year.

Police Chief Patrick Ullrich stated that they use to do it based on the number of years. Since they have seen issues with the budget report, they have been trying to pay attention to the actual mileage on the vehicle and the engine hours. A lot of the vehicles are used 24 hours per day and it is a lot of wear and tear on the vehicles. If they are not going to replace them they will have to spend more money on maintenance.

Chairman Hopkins asked if other municipalities our size have their own in-house mechanics for police and public works vehicles? He asked if they thought it would be a cost savings.

Mr. Dinges stated that one of the maintenance guys does what he can and beyond that it is outsourced. He stated that there are pluses and minuses with both.

Chairman Gabrenya stated that one of the things we talked about in the strategic plan was to join forces with other public entities such as the Park District or the Fire District. Would a mechanic be something that could be utilized as a shared service amongst other public entities?

Administrator Schumacher stated that she was clear on what they needed to do to move forward.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

**POLICE & HEALTH COMMITTEE**

**1. Municipal Code Amendment – Update of Title 6, Chapter 11-1300 - Stopping, Standing and Parking**

Deputy Chief Chuck Snider stated that they are looking at an update to Title 6, Chapter 11-1300 – Stopping, Standing, and Parking. He stated that it is basically their parking ordinance and addresses parking violations. The Internal Disruption Committee (IDC) looked at local area towns and asked the Police Department to look at the fines related to parking violations. The recommendation was to raise parking violation fines to make them more in line with surrounding villages. A survey was conducted of surrounding villages, and the recommendation was to raise the current parking violation fine from \$15.00 per violation to \$25.00 per violation. The late fee, if not paid within ten days would increase from \$30.00 to \$50.00.

While evaluating the parking ordinance there were several sections which needed to be brought up to date with the implementation of passport parking and the changing of areas of the commuter parking from daily to metered.

This item will be moved to the next Village Board agenda.

**2. Municipal Code Amendment – Update of Title 1, Chapter 4 – General Penalty**

Mr. Snider presented amended/updated alternative penalties, compliance warning tickets ordinance. A compliance ticket can be written in lieu of writing an Illinois vehicle code violation. A compliance ticket is written for any type of equipment that is in violation on a vehicle. The fine is paid directly to the Village as opposed to getting a ticket under the Illinois vehicle code. The recommendation was to raise compliance violation fines to make them more in line with surrounding villages. A survey was conducted of surrounding villages, and the recommendation was to raise the compliance violation fines from \$15.00 per violation to \$25.00 per violation. The late fee, if not paid within ten, days would increase from \$30.00 to \$50.00.

While evaluating the compliance warning tickets ordinance there were several sections which needed to be brought up to date with the Illinois Vehicle Code.

Chairman Reinke asked once the tickets are issued, what do we do to collect from them?

Mr. Snider stated that the compliance tickets have an accompanying envelope of which they have 10 days to pay. After 10 days the fine doubles. After 30 days they can be sent to local adjudication.



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
October 17, 2017**

---

Assistant Village Administrator Scott Skrycki stated that they are currently looking into a program called IDROP. It is a program with the State of Illinois Comptroller that allows delinquent funds to be taken out of tax returns.

Chairman Reinke stated that it is a very effective system. It can be labor intensive on the municipal side, especially if you have a backlog. Once you get caught up, things start to change and for once, the State could actually come in handy.

This item will be moved to the next Village Board agenda.

President Wallace stated that upon adjournment of this meeting, the Board will be moving into Executive Session to Discuss Pending or Imminent Litigation Pursuant to Section 2(c)11 of the Open Meetings Act.

Chairman Camerer moved to adjourn the Committee of the Whole meeting and that motion was seconded by Chairman Reinke

**ROLL CALL VOTE TO ADJOURN**

**AYES:** Chairman Camerer, Carbonaro, Deyne, Gabrenya, Hopkins, Reinke

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

The meeting adjourned at 8:18 p.m.

Lorna Giles  
Village Clerk