

**VILLAGE OF BARTLETT**  
**VILLAGE HALL, 228 S. MAIN STREET**  
**BOARD AGENDA**  
**April 15, 2025**  
**7:00 P.M.**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **TOWN HALL:** (Note: Three (3) minute time limit per person)
6. **\*CONSENT AGENDA\***  
*All items listed with an asterisk\* are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the General Order of Business and considered at the appropriate point on the agenda.*
- \*7. **MINUTES:** Committee – March 18, Public Hearing – April 1, Board – April 1, Committee – April 1, 2025
- \*8. **BILL LIST:** April 15, 2025
9. **TREASURER'S REPORT:** February 2025  
Sales Tax Report, February 2025  
Motor Fuel Tax Report, February 2025
10. **PRESIDENT'S REPORT:**
  - A. Proclamation Recognizing Kevin Wallace and Thanking him for his years of Service to the Village of Bartlett
  - B. Arbor Day Proclamation
11. **QUESTION/ANSWER: PRESIDENT & TRUSTEES**
12. **STANDING COMMITTEE REPORTS:**
  - A. **BUILDING AND ZONING COMMITTEE, CHAIRMAN GUNSTEEN**
    1. Ordinance Approving a Preliminary/Final Plat of Resubdivision, a Site Plan, and a Variation for the Property at 1350 Munger Road
    2. Resolution Approving a Landbanking Agreement Amendment for the Property located at 1350 Munger Road
  - B. **COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY**
    1. None
  - C. **FINANCE COMMITTEE, CHAIRMAN LAPORTE**
    1. Resolution Adopting the Village of Bartlett Budget for Fiscal Year 2025/2026
    2. Ordinance Reserving 2025 Volume Cap for Private Activity Bond Issues and Related Matters
    3. Resolution Approving of the Janitorial Services Agreement Between the Village of Bartlett and Multisystem Management Company
  - D. **LICENSE AND ORDINANCE COMMITTEE, CHAIRMAN HOPKINS**
    1. Ordinance Creating a Class C Liquor License - Jala Krupa Inc. DBA Suburbia Liquors
  - E. **POLICE AND HEALTH COMMITTEE, CHAIRMAN SUWANSKI**
    1. Resolution Approving a Contract for Services between the Village of Bartlett and Northeast DuPage Family and Youth Services for Social Worker Services.
  - F. **PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE**
    1. Resolution Approving a Lease Agreement between Nadler Golf Car Sales, Inc., and the Village of Bartlett
13. **NEW BUSINESS**
  1. Issuance of Class C Liquor License - Jala Krupa Inc. DBA Suburbia Liquors
14. **QUESTION/ANSWER: PRESIDENT & TRUSTEES**
15. **ADJOURNMENT**



## VILLAGE OF BARTLETT COMMITTEE MINUTES March 18, 2025

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### 1. CALL TO ORDER

President Wallace called the Committee of the Whole meeting of March 18, 2025, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 6:00 p.m.

### 2. ROLL CALL

PRESENT: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Assistant to the Village Administrator Sam Hughes, Human Resources Director Janelle Terrance, Assistant Finance Director Matt Coulter, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Civic Engineer Nick Talarico, Wastewater Supervisor John Pullia, Streets Supervisor Mike Warmus, Water Supervisor Blake Grenlie, Planning & Development Director Kristy Stone, IT Director John Peebles, Grounds Superintendent Matt Giermak, Chief Pretkelis, Deputy Chief Rob Sweeney, Deputy Chief Will Naydenoff, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giles.

### 4. STANDING COMMITTEE REPORTS

#### C. FINANCE COMMITTEE, CHAIRMAN LAPORTE

##### 1. Review Proposed Budget (PW, Professional Services, Finance, Central Services/IS)

Chairman LaPorte stated that they would be reviewing the proposed budget for Public Works, Professional Services, Finance, and Central Services/IS.

Public Works Director Dan Dinges stated that he would be going over the proposed budget along with Assistant Public Works Director Tyler Isham, Wastewater Supervisor John Pullia, Streets Supervisor Mike Warmus, and Water Supervisor Blake Grenlie. Dan Dinges went over some of their accomplishments over the past year. He stated that they had their Public Works Open House last fall and are looking forward to doing another one this year. He stated that after 10 years of planning and construction they are nearing the end of the bittersweet water reclamation facility. He went on to say that the project received project of the year through APWA Suburban Branch and Chicago Metro Chapter; and has now been submitted to the Nationals for that award as well. He stated that Mike Warmus received Manager of the Year at the Fox Valley Branch at the chapter, and he has also been submitted for Manager of the Year at Nationals. He stated that they have won the Tree City Growth Award for the 4<sup>th</sup> year in a row and the 8<sup>th</sup> year of Tree City. He went on to say that they also completed their largest main water replacement project along Oak and North and painted Schick Tower. He stated that they've received a lot of compliments on that tower. He stated that they also completed the Stearns Road Booster pump station.

Mr. Dinges then moved on to Streets referencing pages 239-292. He stated that the budget shows an increase of 49% but that the bulk of that is the capital projects that were approved in January/February.



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He stated that the only change they're proposing is to hire a Management Analyst intern (MPA intern) to help out with administrative tasks. He stated that regarding the personnel request, that is the only addition that they have listed. He stated that with Capital Outlay they've got a list for streets. He stated they have two large plow trucks due to replacement, a one-ton pickup truck, a 16-foot utility trailer, and a new paver. He stated that their paver is 20 years old which they bought used in 2011 and that they are looking to replace that piece of equipment so that they can continue to do bike paths etc. He stated they've also listed stand on mowers along with message signs. He stated that those are construction message signs that are put up on their construction projects. He went on to say that they are also proposing Open Gov Asset Management. He stated that the Village currently has Open Gov which is used to the building permits. He stated that this would be an add on to the system that would allow them to start bringing their information that they've been getting through GIS. He stated that this would also allow them to start putting reports together, allowing them to best select which roads to do, which water mains, and infrastructure that they need to maintain.

Trustee LaPorte asked if this was a one-time fee. Public Works Director Dan Dinges stated that there is an initial \$90,000 start up fee after which there will be an ongoing annual fee. He stated this was just the street position which will include fleet maintenance. Trustee Suwanski wanted to verify that if half of it is the start up then \$45,000 would be the annual fee. Public Works Director Dan Dinges stated that was correct. Trustee Gandsey asked who would be using this tool and if the cost was based on a user basis. Public Works Director Dan Dinges stated that he believes it is unlimited usage once it's purchased which is similar to what they have in the building department. Trustee Suwanski asked if that would decrease the budget requirements for GIS since they wouldn't be doing that once the software is implemented. Public Works Director Dan Dinges stated it would take some of the burden off them but that there would still be more that they can do between all of the departments. He went on to say that they wouldn't have to go to them as much to be able to create the maps that they would need but they would still be involved in the process.

Village Administrator Paula Schumacher stated that it will help us with that level of service for data collection that was looked at. She stated that a few months ago when they were working on capital, they talked about the conditions of the roads and the other assets. She went on to say they've got a \$2 billion infrastructure, and to be able to stay on top of those conditions by having everything updated in one place consistently will be very beneficial. Assistant Public Works Director Tyler Isham stated that with Asset Management, another feature is that when you implement it, you get a condition assessment which means it ranks what's called critical failure. He went on to say that means that when roads are split, cracked or there are potholes etc., as they work on those issues, the program changes that level to assist with tracking.

Trustee Gandsey asked what other parts of the software could be utilized in OpenGov after streets. Public Works Director Dan Dinges stated it would most likely be utilities, water or sewer. Trustee Gunsteen wanted to clarify that we already had Open Gov, he followed up asking if there was a discount or a package that they could get which would include water and sewer as well. Public Works Director Dan Dinges stated that his understanding is that they're just adding a module which means we would not be repurchasing the product. Trustee Gunsteen also asked if the two dump trucks listed were carry over from last year. It was confirmed that everything on the list last year is either in the process of being built or it's here. Public



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Works Director Dan Dinges stated that this is the new set which has a new style with stainless steel chassis that have a longer lead life span. Trustee Gunsteen asked about the paver and whether it would allow to pave more than our current paving unit. Public Works Director Dan Dinges stated that it's the same size, which ranges from 8-13 feet. He stated that they don't want to go bigger because they use it to pave bike paths. He went on to say that if they go wider, they wouldn't be able to work on those bike paths.

Public Works Director Dan Dinges then moved on to Professional Development stating there was no other change other than the APWA Conference that was bumped up due to being in Chicago this year. He stated he wanted some of their staff to have the opportunity to attend. He went on to say that there were no changes to Professional Associations. He stated that line items on 250 regarding temporary salaries included the MPA intern along with the part-time engineer Bob Allen who has been working at PW Tuesdays and Thursdays to help with development engineering and other engineering activities. He stated that there's an increase for 4<sup>th</sup> of July rentals which include barricades and barriers that they work with the Police Department on. He referred to the bigger items, which is the Capital Project which includes the Downtown Town Center along with the bike path under route 59 that's currently being worked on, as well as the landscape in the Town Center and Metra. He then referenced holiday lights which is listed under street light maintenance. He stated that they're proposing to start replacing some of those as well as looking at additional holiday lights. He then discussed the Country Creek Project stating that they continue to adjust things based on engineering and construction. He went on to say that the machinery equipment listed is carryover from the capital items.

Trustee LaPorte asked if we have sold out the cemetery. It was confirmed that we're almost halfway sold right now. Assistant Public Works Director Tyler Isham moved on to water stating that there are currently six guys in the division along with a supervisor who are responsible for maintaining over 200 miles of water main over 2500 valves and 2500 hundred hydrants. He went on to say that the water budget this year is seeing an increase of 4%, which is almost exclusively attributed to the DuPage Water Commission. He referenced page 19 stating that they continue to train in House staff on doing sampling, completing rounds on the pump stations which has lessened their reliance on outside contracted. He then referenced main breaks and stated that right now when water comes up, it's not necessarily where the break is. He stated that right now they have to call out a third party which there is a charge for along with a response time. He stated there was no change to professional associations. He moved on page 26 referencing overtime salaries which he stated is based on their past experience as well as utilizing staff on the rounds. He stated that contract operations have dropped 11% because they are utilizing their staff versus using outside contractors for a fee. He stated they have increased the engineering services which is due to cell tower reviews on the water towers that they utilize an engineer to look at. He stated they do get reimbursed for those reviews. He stated that utilities have increased across the board which includes electric and gas rates. He stated that water maintenance materials have increased due to buildouts such as Grasslands. He went on to say that the developer does reimburse for the meter fee however they have to show it coming out first.

Trustee Hopkins asked how the job duties have changed for water department employees since the transition to Lake Michigan water as they used to have to maintain wells before. Water Supervisor Blake Grenlie stated that they still have to test Lake Michigan Water. He stated this entails going to every pump station daily to get chlorine readings and that it still requires EPA testing as well. He went on to say that



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while the wells went away, they do have to continue to test them monthly as they are still utilized for emergency use. Trustee Hopkins asked if there was a lot of maintenance involved with the wells. Public Works Director Dan Dinges stated that 60% of our water comes from Elgin so it's no different than coming from DWC however regarding the maintenance of the wells; they would have to call a contractor for that which they haven't had to do due to not using them. He then moved on to Sewer referencing page 270. He stated that the sewer division is made up of two subdivisions; operations which handles the treatment plan and the maintenance side which handles the lift stations, sanitary sewer mains, and anything with manholes. He stated that they've continued to line the sewers and that by the end of the fiscal year, all 8-inch clay lines in the Cook County area will be lined. He stated that they've continued the service-learning program where they did have 30 more service lateral lines this past year. He stated that another big sewer project is the Divine Forest Main and Lift Station which are both set to be completed. He went on to say that for this upcoming fiscal year, the sewer division budget will be a 4% increase. He stated that a lot of it is due to the IPA loan payment for the treatment plant as well as the service agreements to extend the life of the new equipment. He referenced page 35 stating that due to the new plant there are service agreements involved, but they are saving at least \$25,000 on utilities due to energy efficiency which doesn't account for the grant. Trustee Hopkins asked if there was a new contract or a new service agreement with the new plant. Assistant Public Works Director Tyler Isham confirmed that there will be. Wastewater Supervisor John Pullia stated that there are six of them, three for the digester and three for the aerations. He stated that they are turbo which means they're high efficiency. He went on to say that they don't just turn on and stay on, they ramp up to the setting. He stated that they also have an increase in the apex unit that is listed in the plan. Trustee Hopkins asked if we needed outside vendors to operate this equipment, it was confirmed that we would not. Mr. Isham stated that these are agreements where they perform bigger maintenance on the specialized equipment and then it works like a bumper-to-bumper warranty. He stated that while it's not a cheap plan, it's significantly cheaper than if something happened and they would have to replace it.

Trustee Gandsey asked about the Public Awareness Campaign. She stated that it sounds like we have some data to show such as complaints; she wanted to know if there was a way to detail other issues as well. Public Works Director Dan Dinges stated that the customer service requests they were receiving stopped coming in but then all of sudden came back. He stated it turned out to be an issue with the equipment that needed to be adjusted. Trustee Gandsey asked if this was something that Open Gov could also track. Mr. Isham stated that any requests that are put in currently are streets related, however once every division is inputted they can then track and maintain other issues and requests. He went on to say that the only way to track odor data is using something called Mercaptans which is the odor causing agent. He stated that they've used it periodically but not continuously. He then referenced Capital Outlay and stated that the only thing that would be new was the F-250 which would include a lined bed in the lift gate. Trustee Gunsteen asked about evaluations for vehicles, he wanted to know if those were being done in house or using an outside company. Mr. Isham confirmed that they were being done in house. Trustee Gunsteen asked what guidelines those are based off and if there was a matrix and/or a point system. Streets Supervisor Mike Warmus stated that each of the supervisors come up with a maintenance regarding their vehicles and a maintenance schedule. Mr. Isham stated that there is a document that they use with set ranges and that they would be happy to share that document for review. He went on to say that it's based on age, the amount spent on repairs and based on certain ranges they get a point score



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that places the vehicles into one of four categories such as fine, look into replacement, due for replacement, and immediate replacement.

Mr. Isham referenced page 43 regarding service agreements and maintenance contracts that were discussed. He stated that the other items that are changing are the third-party sampling for the permit items that are required for that. Mr. Isham moved on to parking, stating that there are no changes in parking. He went on to say that there are no changes or requests reflecting a 15% decrease. Trustee Gunsteen asked what the vast majority of our contractual services are. Mr. Dinges stated they have contracts that were snow plowing, Cul de sacs, landscape contracts for mowing, street light maintenance, traffic signal maintenance, HVAC and concrete to name a few. Trustee Gunsteen stated that he would like to take a look at what items can be done in house so that we can find more efficiency in that. Village Administrator Paula Schumacher stated that one of the services that we used to do in house was to buy a very expensive street sweeper and maintain it while running it through town. She went on to say that we were able to outsource that service and sweep streets four times more than when we did internally. She stated that we do look into performing those services in-house as much as possible but sometimes it's more efficient to outsource those.

Trustee LaPorte asked what kind of revenue the parking lot generates. Assistant Finance Director stated that we've made some cuts from the parking fund. He stated that we were losing money, and in the last year we were up about \$3,000 in the parking fund. He went on to say that we are currently breaking even.

Assistant Finance Director Matt Coulter referenced page 140. He stated that this summer will be the last year on the three-year contract with the auditors Lauterbach and Amen. He stated they would be coming to the board this upcoming winter to get some director regarding that contract. He stated that Finance is following through with the implementation of three new sales tax rebate agreements. He went on to say that More Brewing and Bartlett Auto Mall started January 1, 2024. He stated that both businesses will receive their first payout in July. He went on to say that all these agreements started January 1, 2025, and will likely receive their first payout next February. He stated that Ace Hardware's last payout is on this board meeting's bills list and will then be complete. He stated that some of their highlights include the Village board passing an ordinance on November 5, 2024, declaring Brewster Creek TIF Surplus of 1.82 million that was sent to Cook and DuPage Counties. He stated that the Village of Bartlett's share of that TIF Surplus was \$169,382 which went to the General Fund. He stated that the 2024 property tax levy was approved by the board on December 3, 2024, and that the total levy decreased 1.61% from the prior year. He referenced page 145 and stated that IT and GIS moved out of finance, which changed their staffing level from 14 down to 8.5. He stated that change does not affect their numbers. He went on to say that they have no new personnel requests and no capital outlay requests. He stated that as far as professional development is concerned, it's the same as last year with the big-ticket item being the State Conference in Springfield which is for the Director and Assistant Director positions. He stated that under personnel services, it's decreasing this year due to the retirement of former Finance Director Todd Dowden. He stated that their service agreements are going up slightly due to the check folder sealer. He stated their auditor services went up \$4,000 and that's because every other year they do a full post-employment benefits evaluation. He stated that their biggest changes were their transfers, stating that last budget they did transfer \$2,000,000 general fund surplus to the municipal building. He stated they do not have that in this budget. He stated that the transfer from the 59 and Lake Street TIF is increasing from \$360,000 to



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\$600,000, stating this is the Bartlett Auto Mall sales tax. He stated that 50% will go back to the Auto Mall and the other 50% will be transferred to the 59 and Lake Street TIF to pay off their outstanding loan. Mr. Coulter then concluded by asking if there were any questions.

Mayor Wallace thanked Assistant Finance Director Matt Coulter and stated that they would adjourn until after the board meeting. Trustee Deyne moved to adjourn which was seconded by Trustee LaPorte.

ROLL CALL VOTE TO ADJOURN THE MEETING UNTIL COMPLETION OF THE BOARD MEETING

AYES: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski

NAYS: None

President Wallace called the Committee of the Whole meeting back to order at 7:22pm.

ROLL CALL

PRESENT: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski, President Wallace

ABSENT: None

3. TOWN HALL: None

4. STANDING COMMITTEE REPORTS

A. PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE

1. Town Center Landscape Design Options

Chairman Deyne stated that Public Works Director Dan Dinges would now present regarding the Landscape Design options. Mr. Dinges stated they had a preconstruction meeting today where they were informed that they will begin construction in the first week of April starting on the section at the Depot Museum and the East piece West of the Metra Station. He stated the area North of Railroad would start in April and would be a two-month project, after which they would work on the sidewalk along Railroad and Main Street. He went on to say that that Town Center is scheduled to begin in June. He discussed the fountain section with the half stream along with a rain garden to the South. He stated that one of the questions was extending the runnel to the South. He went over a proposal showcasing that with a walkway running along the stream.

He then discussed signage stating he had brought up the idea of a message board as they always put up banners for events. He stated that the first option was similar to Bartlett Hills, the second option is more



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on top of a wall. Mr. Dinges transitioned to benches that they were looking at, referencing bench swing options. He stated that they were also looking at LED lights on all the trees having the ability to change the colors for different holidays, but they could also do plain white uplighting. He stated they also received a comment on the sound system which they've budgeted for. Mr. Dinges then went over current allowances along with potential additional items. He stated that one of the ideas that was talked about was rather than putting a sign at Town Center, they put a message board sign in front of Village Hall. He stated the sign would be across the street but that we would be able to try to get it to face South so that anyone driving down Main Street would be able to get those announcements and we wouldn't have to put banners up with messages.

Mayor Wallace and Trustee Gunsteen agreed that was a great idea and that a lot of other Village Halls have gone to that. Trustee Gandsey stated that she thought they were trying to keep that spot looking natural and peaceful, she stated she wasn't sure about having the blinking sign there. Trustee LaPorte stated it would make sense to put money towards a message board at Village Hall or another option. He stated he did want to spend \$100,000 on a swing and stated he likes the colored LED lights for the trees. Mr. Dinges confirmed that the lights would be programmable and that we would be able to run them from dusk to dawn and adjust it accordingly. Trustee Deyne stated that he didn't like the idea of putting a sign or message board in the park, he stated a park is a place where people go to relax. Trustee LaPorte stated he agreed with Trustee Gandsey and that they should keep it natural stating he is on board with the extended runnel and LED lights. Mayor Wallace agreed and said no to the sound system.

Trustee Gunsteen asked about the message center in front of village hall. He asked if the seat wall in signage option C could incorporate the message of Town Center in the brink and stone itself to reduce that cost instead of being on top. He went on to say that it would likely reduce the maintenance of kids playing on it because they would be pegged to the brick itself. Public Works Director Dan Dinges stated he would speak to Jodi Mariano to find out if that was possible. Ms. Mariano was present and stated that the stone used throughout the Town Center Park is a large outcropping stone which are about 3 feet long by two feet deep and 12 inches long with a rough surface. She stated that something with finer detail and smaller would be more ideal to mount text to a stone.

Trustee LaPorte and Mayor Wallace discussed the name of sign and stated that it should be Downtown Bartlett. Trustee Gunsteen agreed on the name. Trustee Deyne said he liked the idea of having a sound system but that they should wait to add that. Mayor Wallace stated the sign idea is also something they can back to later as well. Trustee Gunsteen stated he liked the idea of lights, especially during the holidays when it would be a focal point for Cocoa Craw and Merry and Bright. Trustee Gandsey asked about the swing and the cost being \$50,000. Ms. Mariano stated that it's re-engineered to be in the structural column and support system. Trustee Gandsey asked if there was something else, they could incorporate besides a bench swing. Ms. Mariano stated fire pits are something that could be included in the design.

Trustee LaPorte wanted to provide some feedback and stated that they liked the extended runnel and LED lights. It was confirmed that right now they do not want the sound system. Trustee Gunsteen wanted to confirm that everyone was in agreement that the contingency money would be redirected to a new sign by Village Hall. Trustee LaPorte asked if it would be more beneficial to put in an area with more traffic.



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Trustee Gunsteen stated that it's more an informational sign similar to what Streamwood has on Route 59 and what we have for Bartlett Hills.

**B. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY**

**1. JC's Mexican Restaurant BEDA Request**

Chairman Gandsey introduced the item stating that JC's Mexican Restaurant has submitted a BEDA Request. Village Administrator Paula Schumacher stated that they are not ready yet, and since the issuance of the BEDA starts with the Board, they respectfully ask to postpone the item. Ms. Schumacher stated that it could come back to the Committee as it's already been through the EDC and that they wanted to give them some more time before the BEDA is issued. Trustee Hopkins and Mayor Wallace both stated that they thought this should go straight to the Board for approval instead of the Committee first. Trustee Hopkins stated that if anyone deserved a BEDA grant it should be an owner/operator that actually works their business.

Village Administrator Paula Schumacher stated that we could bring this item back to the board with JC's is ready we could forward it to a future board meeting.

**C. FINANCE COMMITTEE, CHAIRMAN LAPORTE**

**1. Review Proposed Budget (PW, Professional Services, Finance, Central Services/IS) continued**

Assistant Finance Director Matt Coulter referenced Professional Services on page 116. He stated that there's no change to the actuarial consultant's budget. He stated that in fiscal years 23 and 24, legal service expenditures were high due to police union negotiations. He went on to say that in the current fiscal year 25, the expenditure has come back down below budget. He stated that for engineering services, the budget is going from \$60,000 to \$230,000, which he stated is for miscellaneous engineering expenditures. He then references the social services line item stating that nothing is changing with the budget of police psychologist Dr. Cami Jeswin. He stated that they are requesting an additional social worker and turned it over to Deputy Chief Will Naydenoff.

Trustee Hopkins wanted clarification regarding the sewer fund expenditure and why it was coming out of professional service. Village Administrator Paula Schumacher stated it was because they were hiring the fiscal staff and engineering staff to complete their studies. Trustee Hopkins stated that he disagreed with that and that it is a water/sewer expense, it should come out of that budget. He went on to say that he would like to make sure that if it's a sewer and water study, that the expense should come out of that fund and should be done equally and actively for services provided. Mayor Wallace stated that it is his understanding that the study is more beneficial to the Finance Department than Public Works as they use that information to determine what needs to be charged. Trustee Hopkins asked if it was billed to water and sewer, Assistant Finance Director Matt Coulter stated it was billed to water and sewer. Village Administrator Paula Schumacher stated that they can bill it to water and sewer and build it into the rates. She went on to say that it is her understanding that this is under engineering services but that they can



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certainly put it into the water and sewer fund and build it into the expenses for the enterprise funds. Trustee Hopkins asked if all engineering services come out of the general government expenditure. Village Administrator Paula Schumacher stated that was correct for anything that isn't associated with a particular capital project.

Deputy Chief Will Naydenoff then presented the additional social worker request. He stated that they currently have one full-time social worker under contract through the Northeast DuPage family and Youth Services. He stated that they are requesting a second full-time social worker to supplement and expand upon their program. He stated that the police social worker program experienced a significant increase in activity receiving 279 referrals from police officers, code enforcement officers, and other village staff. He stated this figure represents a 42% increase compared to the previous year. He went on to say that 31% of the referrals were related to mental health while 25% of the referrals involved domestic violence. He stated that they had 34 diversion program referrals and 12 redirect program referrals. Deputy Chief Naydenoff then detailed some of the success stories that emphasize the impact of the partnership and value they've created for their residents. He stated that they are requesting a second social worker to expand upon the successes and offerings to the community. He stated that they would like to implement the co-responder model which would allow the social worker to respond to on scene calls for service. He stated that another initiative is to conduct home visits to follow up on referrals when the social worker isn't able to make contact with an individual; he stated they were unable to make contact with 57 individuals. He stated lastly, they would like to implement is group counseling for Spanish speaking victims of domestic violence by using an established curriculum.

Trustee Suwanski asked if the referral process could be explained. Deputy Chief Naydenoff stated that the referral process is discretionary from either a supervisor or an officer responding to a call for service. If they see that an individual needs additional services, they fill out a contact form that goes to the social worker who then reaches out to connect with the individual or family that in need. He stated that referrals come from other sources too such as code enforcement for a hoarding issue or anywhere else in the community. He went on to say that if they had a second social worker, they could lower the threshold for certain types of calls. Trustee Suwanski asked if we didn't have a social worker, where these referrals would go. Deputy Chief Naydenoff stated that it's been a transformative process of having a social worker. He stated prior to having a social worker, they would have a form with additional resources that they would provide to members of the community when responding to a call or incident. He stated those resources could include the township or county if needed depending on type of resource needed. Trustee Suwanski asked what percentage of referrals come from the SRO's (School Resource Officers). Deputy Chief Naydenoff stating the majority of referrals come from patrol officers on the street while the majority of redirect programs and diversion program come from the schools. Trustee Suwanski asked if U-46 would be sharing that cost. Deputy Chief Naydenoff stated that schools have their own social workers, and handle some of those incidents within the school, versus an officer coming across a student that's in procession of alcohol or Tabacco causing them to take the lead on it.

Trustee Suwanski stated that a truancy should go through U-46. Deputy Chief Naydenoff stated that the majority of incidents do go through U-46 and that the social worker does have established relationships within U-46. Trustee LaPorte asked if the program only benefits Bartlett residents and if there were any resources or Federal/State funding that help subsidize cost. Deputy Chief Naydenoff confirmed that the



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services are for Bartlett residents. He stated that the company they're contracted with has lowered some of their indirect costs and the percentage of costs, but as far as grants, they've fallen outside the threshold that we would qualify for. Mayor Wallace stated that he thinks it's best that they pump the brakes on adding an additional social worker and see how we do with the one full time position. He went on to say that he didn't believe that having a social worker department was a village responsibility. Trustee Gandsey asked how long we've had a full-time social worker. Village Administrator Paula Schumacher stated they've had one since last year and the use of the full-time social worker has increased by over 40%. She asked Deputy Chief Naydenoff to talk more about how being able to provide additional resources to someone in crisis reduce the number of return calls that we have for service. Deputy Chief Naydenoff stated that the referrals that they see can sometimes amount to 60-70 calls to records depending on the issue. He stated that getting the resources to people who need them, especially in cases of a domestic related incident, is important as some of those victims don't have the ability to reach out and seek those resources out themselves. He went on to say that based on the numbers, he doesn't think we would be a 3-4 social worker department, however if we continue to grow in terms of referrals, it would be beneficial to have a second person provide those resources.

Mayor Wallace stated that that some of this work is currently being done by someone else, whether it be DCFS or another agency. He stated that if we add a social worker, it will seem like we are taking on additional expenses as well as additional work being done in the system right now. He went on to say that as long we open the door to things like this, U-46 or another organization who would typically be responsible for these services or situations, would push it back on to the Police Department's plate. Village Administrator Paula Schumacher stated that they can work on putting something together by tracking our costs, especially repeat costs to present to the board in order to better gauge adding another social worker. Trustee Gandsey asked if we were currently tracking this information and when a call is received, whether both an officer and the social worker have to go out or just the social worker. Deputy Chief Naydenoff stated it would be dependent on the type of call received and whether it's a repeat occurrence. Trustee Gunsteen wanted to verify that the current social worker worked in a five day a week position. Deputy Chief Naydenoff confirmed that was correct. Trustee Gunsteen asked if we were able to add a second position contractually for a three-month period to see how busy it would be before allocating another salary to this position.

Mayor Wallace agreed and stated that it would also be vital to have somebody managing these positions and making sure everything is processed and reported since anything related to social work is under a microscope in the state of Illinois. He went on to say that he loved hearing the success stories and the difference between social work and police relationship. Trustee Gandsey stated that she recently saw a presentation that there's a new building in DuPage and the goal is to have people call there versus the emergency lines. Village Administrator Paula Schumacher stated that a piece of that goal is to give the Police Department a place to take those people that are in crisis. Trustee Suwanski stated that there's also Wayne Township that has a mental health board that was approved by the taxpayers. She stated that she can't speak for the Hanover Township side, but that it would be interesting to see how we could coordinate with that organization. Village Administrator Paula Schumacher stated that when we first started this program, a portion of their contract was paid for by the Hanover Park Mental Health Board. She stated that grant is no longer provided. Trustee Gunsteen wanted to verify that this is a contracted position and not a Village employee, it was confirmed that was correct. Trustee Hopkins asked if this was



## VILLAGE OF BARTLETT COMMITTEE MINUTES March 18, 2025

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becoming an industry standard in policing. Deputy Chief Naydenoff confirmed that was correct and it was mainly for de-escalation when dealing with someone in a crisis situation. He stated that most other municipalities are hiring their own employees and there are pros and cons to that. He stated that those people that are under contract leave to go to work for a municipality with a higher salary, better benefits, and job security. He went on to say that the benefits to being contracted are having an abundance of resources that they offer as well as offering someone to assist if the social worker were to go on leave or a vacation. Those without contract positions would mean the program would come to a halt if their full-time employees were to go on leave. He stated that the company also provides interns, which is a benefit to the department if the workload becomes too much or they need someone to fill in.

Trustee LaPorte stated that he thought the social worker role was to provide support to officers with issues such as PTSD, and mental health resources. He wanted to know when it became a community outreach program. Deputy Chief Naydenoff stated that was the role of Dr. Juzwin the Psychologist and that she works with the officers for mental health screenings, grief counseling etc. Village Administrator Paula Schumacher stated that the Social Worker role is more of an outward facing role that provides residential services. She went on to say that since we've seen a 42% increase, the board is more comfortable looking at a part-time addition and evaluating it to see if we have overstressed them and if there's a need. She stated that the other thing she'd like to look at is being wary of some additional programming, as she doesn't want the company to create work for themselves here. She went on to say that while she appreciates the department wanting to have a second full time person, maybe the logical step is to have a second part time person and then we can evaluate with the information that Mayor Wallace mentioned.

Trustee Suwanski asked if the 42% increase or a portion possibly because we have a full-time social worker and it's just convenient to do that. Village Administrator Paula Schumacher stated that she doesn't believe that's accurate and stated to Trustee Hopkins point, it is becoming something greater that we're seeing across police departments. She went on to say that's why years ago they instituted CIT Training and senior training that we were layering upon the police officers to fill that role. She stated taking away some of that from the officers and not having them do the repeated follow-up would be ideal. She stated that they can probably take a look at that particular point closer and measure the effectiveness of that program. Mayor Wallace agreed that putting it on someone else's plate so that the officer can do their job would be great. Trustee Gandsey asked if there was anything focused on in this area that would help by showing metrics that would showcase the benefits. Deputy Chief Naydenoff stated that some of that information is contained in the quarterly reports and that they can share some of that information. He stated that the program has progressed and expanded compared to where it started from those initial categories. Trustee Suwanski asked if they could provide the board with what those original categories were and what they've been opened up to. Deputy Chief Naydenoff stated that they would share that information. Trustee LaPorte stated that it would make sense to take baby steps here instead of going full time by pulling some more information and bringing it back to the board. Trustee Gunsteen stated that the fear is that this becomes another department within the village, and we need to make sure that other entities such as Hanover Township and Wayne Township don't start sending these referrals over because we're building this new department.



## VILLAGE OF BARTLETT COMMITTEE MINUTES March 18, 2025

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Assistant Finance Director Matt Coulter moved on to finish up professional services, stating the contingencies budget remained the same. He then proceeded to the Central Services fund on page 152. He mentioned that they made two major changes; they created an Information Systems Department, and they transferred items that didn't belong in Central Services totaling \$174,900 such as the printing of the Bartlett, Code Red etc. He then turned it over to HR Director Janelle Terrance regarding a personnel request. Ms. Terrance stated that she was here to propose the addition of a Building Facilities Manager position to the budget. She stated that currently the management of essential building systems including HVAC, Fire suppression, electrical, plumbing, security systems, and regulatory compliance is fragmented across multiple contractors and departments. She went on to say that they feel this decentralized approach often leads to inefficiencies, uncoordinated maintenance efforts, increased costs, and potential safety risks. She stated that the Village had a custodian until January 2016 at which time the position was eliminated to cut costs. She stated those duties were farmed out to various individuals within the village. She stated those three divisions in public works are called upon to come to village hall and complete those requests for service. She went on to say that the deliveries to maintenance are now managed by the Benefits Coordinator in Human Resources who also orders supplies for the building. She stated in October of 2024; Irma sent a representative to conduct a facilities inspection; the very first recommendation was to do a self-inspection program. They recommended that we have a designated building/facilities administrator to oversee the municipal buildings. She stated that they believe this position would benefit the village, but they would also further evaluate the position within the context of the wage and benefits study after which it will be brought back to the board. Several trustees wanted to verify whether this person would have staff and whether they would be performing tasks such as changing out light bulbs etc. It was confirmed that this individual would perform day-to-day maintenance as well as them managing maintenance contracts that are already in place. Trustee Gunsteen asked if this would include the Golf Course as well. It was confirmed that this person would be overseeing all the village facilities. Trustee Gunsteen stated that he would be concerned that this individual would also need an additional vehicle. Public Works Director Dan Dinges stated that we have Village vehicles that they would be able to use if needed.

Assistant Finance Director Matt Coulter then moved on to Capital outlay requests and went over line items. He stated they've budgeted \$20,000 for unemployment benefits, and that service agreements are going from \$241,000 to \$57,000 due to all the items that were moved out of central services. He stated building maintenance services is going up 24% due to new janitorial services. Trustee Suwanski asked why janitorial services was going up 24%. Assistant Village Administrator Scott Skrycki stated that the company that was under contract last year stopped doing their work and we went through the proper procedure to terminate services with them. He stated we were operating on an old bid and that the price we see is the second bidder in line that was hired.

IT Director John Peebles presented regarding the Information Systems Department. He stated that this year they're asking for a GIS technician position stating that the GIS team plays a critical role in providing mapping applications, data analysis, asset management, and public information ensuring that all departments have access to accurate and essential data for effective decision making. He went on to say that in supporting departments such as public works, PDS, police, and administration, adding an entry level GIS technician will enable the team to handle requests more efficiently. He stated that GIS has been instrumental in Restaurant Week, Cocoa Crawl, Merry and Bright, and community building events such as



## VILLAGE OF BARTLETT COMMITTEE MINUTES March 18, 2025

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the Community Garden requests. He went on to say that the GIS admin is busy working on projects like the Capital Improvement Program map and the hydrant flushing schedule map, while the Application Specialist is working on the EPA water inventory or the Capital Improvement Plan application. He stated they often also get asked to do drone flyovers for staff. The Village Administrator stated that this position will be evaluated within the wage and benefits study as well but that staff wanted to make the Board aware of it. Trustee Gunsteen asked how many people we currently have working in GIS. IT Director John Peebles stated there are two staff and an intern, the GIS Administrator is in charge of project management and there's an application specialist. Trustee Suwanski stated that in 2023 they had a request for an IT Technician, she asked how this position was different from that. Mr. Peebles stated this is a GIS Technician which is a specialized position in mapping versus the previous position that was an IT technician. Trustee Gunsteen wanted to verify that if the study came back stating there was a need for this position, that it would come back to the board for a vote. Mr. Peebles confirmed that it was correct.

Mr. Peebles then moved on to capital improvements stating one of the big items is a hypervisor replacement. He stated the hypervisor allows multiple virtual servers to run on one physical machine, saving space, power and money. He went on to say that the current system is outdated and no longer supported, and that replacing it will provide reliable services for the next five years. He went over their options such as Dell proposing a \$220,000 solution versus Microsoft's cloud-based option which would cost \$300,000 for just three years. Trustee Gandsey asked if this was a server that hosts virtual servers. Mr. Peebles stated that it's a lot cheaper than going online and doing it through a Microsoft Azure or Amazon. Trustee Gandsey asked if there would be extra costs were cybersecurity. Mr. Peebles stated that we have an intrusion detection system as well as enterprise grade firewalls as well as crowd strike which is provided at no cost through the Illinois do it program. He went on to say that they are also looking to replace a few servers at village hall and public works as they are 7 years old and are no longer supported. He stated they also have their desktop computer replacement program. He went on to say that in the past they replaced 60 computers per year and that they are now moving to a steady annual replacement cycle replacing 40 desktop computers annually. Mr. Peebles stated that this year they are replacing 8 laptops and introducing 8 new desktops and 8 new docking stations. He went on to say that the docking station will allow laptops to replace a desktop computer making workstations more flexible and reducing the number of desktops that need replacing. He stated that this change will improve efficiency and generate cost saving by not having to replace the desktops. He stated that they are also looking to replace a copier in public works which is 7 years old and no longer supported. Mr. Peebles stated that they are also planning to purchase a drone to record nighttime events providing high quality footage for social media and public engagement. He stated that this will allow them to create more dynamic content, improving communication outreach as well as social media content for events such as the tree lighting, National Night Out, and the 4<sup>th</sup> of July parade and carnival.

Mr. Peebles stated that for professional development, they have their professional associations that allow them to connect with others in the field while staying updated on new technology. He went on to say that this year's budget is focused on maintaining a strong and modern technology infrastructure, while making strategic investments for the future by upgrading key systems and making cost conscious decisions to improve the village's efficiency, security, and service quality.

### 5. ADJOURNMENT



**VILLAGE OF BARTLETT  
COMMITTEE MINUTES  
March 18, 2025**

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Mayor Wallace moved to adjourn the Committee of the Whole Meeting to Executive Session. Trustee Deyne moved to approve; the motion was seconded by Trustee Suwanski.

**ROLL CALL VOTE TO ADJOURN**

AYES: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski  
NAYS: None  
ABSENT: None  
MOTION CARRIED

The Committee of the Whole meeting was adjourned at 8:45 p.m.

Jackie Cardoza  
Executive Assistant



**VILLAGE OF BARTLETT**  
**PUBLIC HEARING MINUTES**  
**April 1, 2025**

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1. CALL TO ORDER

President Wallace called the 2024-2025 Proposed Budget Public Hearing meeting of April 1, 2025, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:08 p.m.

2. ROLL CALL

PRESENT: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Assistant to the Village Administrator Sam Hughes, Assistant Finance Director Matt Coulter, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Planning & Development Director Kristy Stone, IT Director John Peebles, Head Golf Professional Phil Lenz, Grounds Superintendent Matt Giermak, Deputy Chief Naydenoff, Deputy Chief Rob Sweeney, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giles.

Village Administrator Paula Schumacher stated that the proposed revenues for fiscal 2025-26 total \$73.4 million and includes \$2.3 million in borrowings for capital projects. The remaining revenues are divided among property taxes, other taxes, and fees.

She stated that the proposed general property tax levy is budgeted to remain the same as the prior year, and sales tax is budgeted to increase 19% from the prior budget and reflects increased sales from the Bartlett Auto Mall as well as the addition of several new businesses in Bartlett. Income Tax distributions are also expected to increase; however, the LDGF share remains at the current rate of 6.47%.

Ms. Schumacher stated that the total proposed budget for fiscal year 2025-26 is \$80,740,589.80 million, which is a 6% decrease from last year. She stated that the overall budget decrease is primarily due to less capital project costs. The reduction in capital project costs is mainly attributed to the completion of the Wastewater Treatment Plant Construction.

Ms. Schumacher stated that the total operating budget is \$59.3 million. She went on to say that operating expenditures can be divided into five primary uses. About 33% of the operating expenditures are for public safety, Public Works is about 42% and includes streets, water, sewer and parking, and the remaining 25% is divided among general government, golf and debt service.



**VILLAGE OF BARTLETT**  
**PUBLIC HEARING MINUTES**  
**April 1, 2025**

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Ms. Schumacher stated that the capital portion of the proposed budget is \$19.4 million and varies from year to year based upon the individual projects we have scheduled. She stated that Capital projects of the budget are divided into six broad categories: water, sewer, streets, economic development, golf and other projects.

Ms. Schumacher stated that \$3.79 million of the proposed capital projects in the 2025-26 budget relates to water projects such as the water meter changeout program. She stated that there is \$2.26 million in the budget for sewer projects, \$2 million of which is for the Country Place Lift Station. She went on to say that other projects include the annual streets maintenance program, town center improvements, bike path maintenance, and improvements in the Bluff City TIF.

Ms. Schumacher stated that the budget year begins May 1, 2025, and goes through April 30, 2026.

President Wallace asked if there were any questions for the proposed 2025-26 budget. He asked the board if they had any questions or comments and stated that they would then open it up to the general public. There were no comments.

There being no further business to discuss, Mayor Wallace adjourned the Public Hearing back to the Board Meeting at 7:11pm.

Jackie Cardoza  
Executive Assistant



**VILLAGE OF BARTLETT  
BOARD MINUTES  
APRIL 1, 2025**

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1. CALL TO ORDER

President Wallace, called the regular meeting of April 1, 2025, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:00 p.m.

2. ROLL CALL

PRESENT: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski, and President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Assistant to the Village Administrator Sam Hughes, Assistant Finance Director Matt Coulter, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Planning & Development Director Kristy Stone, IT Director John Peebles, Head Golf Professional Phil Lenz, Grounds Superintendent Matt Giermak, Deputy Chief Naydenoff, Deputy Chief Rob Sweeney, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giles.

3. INVOCATION – Father Chris Ciomek from St. Peter Damian Catholic Church

4. PLEDGE OF ALLEGIANCE

5. TOWN HALL

**Ruby Cazares – 237 Gingerbrook Lane**

Ms. Cazares stated that she did her civil duty today and voted. She went on to say that she wanted to make sure that she was picking the right candidates. She stated that she was unable to find an easy to access what each candidate represented along with their agendas and what they're supporting. Mayor Wallace stated that the easiest way to find out the goals of the Board is to go to the website, look at the mission statement as well as the long- and short-term goals of the board which is what the board represents. Ms. Cazares stated that it's very important that our candidates have a transparent way of educating the citizens in Bartlett. Mayor Wallace stated that would be along the lines of the Election Commission and that as a Village, we do not have control over the Election Committee as they are run by the County and Townships as well as the State of Illinois. Ms. Cazares stated that this might be a good start for Bartlett to make sure citizens are more adequately informed as well as having better access. Mayor Wallace stated that we can certainly add that to the website and thanked Ms. Cazares for being there today.

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Mayor Wallace stated that they would move to the Public Hearing at 7:08pm. Mayor Wallace adjourned the Public Hearing at 7:11pm.

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**VILLAGE OF BARTLETT  
BOARD MINUTES  
APRIL 1, 2025**

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6. CONSENT AGENDA

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

Trustee LaPorte stated that he would like to add item C. 1 to the Consent Agenda – Resolution Approving the Third Amendment to the Village Administrator Revised Employment Agreement.

President Wallace then recited each item that was on the Consent Agenda, including the nature of the matters being considered and other information to inform the public of matters being voted upon. He then stated that he would entertain a motion to Amend the Consent Agenda, and the items designated to be approved by Consent therein.

Trustee Suwanski moved to Approve the Amended Consent Agenda and that motion was seconded by Trustee Deyne.

ROLL CALL VOTE TO APPROVE THE CONSENT AGENDA AND CONSENT ITEMS THEREIN

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski  
NAYS: None  
ABSENT: None  
MOTION CARRIED

Trustee Gandsey moved to Approve the Amended Consent Agenda and that motion was seconded by Trustee Deyne.

ROLL CALL VOTE TO APPROVE THE CONSENT AGENDA AND CONSENT ITEMS THEREIN

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski  
NAYS: None  
ABSENT: None  
MOTION CARRIED

7. MINUTES – Covered and approved under the Consent Agenda.
8. BILL LIST – Covered and approved under the Consent Agenda.
9. TREASURER'S REPORT - None



**VILLAGE OF BARTLETT  
BOARD MINUTES  
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**10. PRESIDENT'S REPORT**

President Wallace read a proclamation honoring the retirement of Police Chief Geoff Pretkelis after 28 years of dedicated service. Chief Pretkelis thanked the board, staff, and his family for their support.

Trustee Suwanski read a proclamation recognizing the week of April 13-19, 2025, as "National Public Safety Telecommunications Week".

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

Trustee Deyne wanted to recognize staff for their birthdays and anniversaries.

Trustee Gandsey thanked Ms. Ruby Cazares on behalf of the board for the feedback as they value the residents of Bartlett and want to be more accessible to their residents.

**12. STANDING COMMITTEE REPORTS**

**A. BUILDING & ZONING COMMITTEE, CHAIRMAN GUNSTEEN**

Trustee Gunsteen stated that there was no report.

**B. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY**

Trustee Gandsey stated that there was no report.

**C. FINANCE COMMITTEE, CHAIRMAN LAPORTE**

Trustee LaPorte stated that Resolution 2025-27-R, A Resolution Approving the Third Amendment to the Village Administrator Revised Employment Agreement was covered and approved under the Consent Agenda.

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

Trustee Hopkins stated that there was no report.

**E. POLICE & HEALTH COMMITTEE, CHAIRMAN SUWANSKI**

Trustee Suwanski stated that there was no report.



**VILLAGE OF BARTLETT  
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F. PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE

Trustee Deyne stated that there was no report.

13. NEW BUSINESS – None

14. QUESTION/ANSWER PRESIDENT & TRUSTEES - None

15. ADJOURNMENT

President Wallace stated the meeting will adjourn. There being no further business to discuss, Trustee Deyne moved to adjourn the meeting, that motion was seconded by Trustee Suwanski.

ROLL CALL VOTE TO ADJOURN

AYES: Trustees Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski

NAYS: None

ABSENT: None

MOTION CARRIED

The meeting was adjourned at 7:35 p.m.

Jackie Cardoza  
Executive Assistant



# VILLAGE OF BARTLETT COMMITTEE MINUTES April 1, 2025

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## 1. CALL TO ORDER

President Wallace called the Committee of the Whole meeting of April 1, 2025, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:36 p.m.

## 2. ROLL CALL

PRESENT: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski President Wallace

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Assistant to the Village Administrator Sam Hughes, Assistant Finance Director Matt Coulter, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Planning & Development Director Kristy Stone, IT Director John Peebles, Head Golf Professional Phil Lenz, Grounds Superintendent Matt Giermak, Deputy Chief Naydenoff, Deputy Chief Rob Sweeney, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giles.

## 3. TOWN HALL:

### **Ruby Cazares – 237 Gingerbrook Lane**

Ms. Cazares wanted to thank the Board for listening to her concerns. She addressed Trustee Gandsey and thanked her for her time and recognizing the curiosity and wanting to meet and share more about the community.

### **Ed Calusinski – 456 Sundance Drive**

Mr. Calusinski stated that he is the owner of Magnum Realty on Devon. He stated that when he first came into Bartlett it was unincorporated. He stated that there was an argument between Hanover Park and Bartlett and that he got all the credentials and requirements needed. He stated that there were promises made to be more commercialized on Devon at that time. He went on to say that he was told to come here as it was going to be discussed at the Committee. Mayor Wallace confirmed that was correct and that Mr. Calusinski was welcome to stay for that discussion.

## 4. STANDING COMMITTEE REPORTS

### A. FINANCE COMMITTEE, CHAIRMAN LAPORTE

#### 1. 2025/26 Budget Approval Discussion

Chairman LaPorte stated that the Village Board reviewed the fiscal year 2025/26 budget at the March 4th and March 18th finance committee meetings. The following adjustments to the proposed budget were suggested last week:



## VILLAGE OF BARTLETT COMMITTEE MINUTES April 1, 2025

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1. Increase the Administration Department Community Relations budget by \$2,000 for the increase in funding to the 4th of July Committee.
2. Reclass the budget of \$150,000 for the water/sewer study from the Professional Services budget in the General Fund to the Water and Sewer Funds.
3. Reduce the Professional Services budget by \$67,000 for the elimination of the additional full-time social worker request.
4. Reduce the Golf Program Machinery & Equipment budget by \$320,000 for the removal of the golf cart lease-purchase agreement.
5. Increase the Golf Program Golf Cart Maintenance budget by \$16,000 due to the removal of the golf cart lease-purchase agreement stated above.

Chairman LaPorte stated that staff is seeking guidance on these items to prepare the final budget for board approval on April 18.

The board was in agreement to move forward with increasing the administrative department community relationship budget by \$2,000 for the increase in funding to the 4th of July Committee, and as Reclass the budget of \$150,000 for the water/sewer study from the Professional Services budget in the General Fund to the Water and Sewer Funds.

The board then moved on the discussing the full-time social worker request. Trustee Gandsey stated that she thought they were going to see the results of the study and keep the budget as is as an option. Mayor Wallace verified that they are not an actual employee. Village Administrator Paula Schumacher stated that was correct, and that they are contractual employees. She stated that they would bring the contract for the two Police Department Social Workers to the board at the next board meeting. Trustee Suwanski stated that she would like to see them push the use of the social workers to U-46. Deputy Chief Naydenoff stated that the social workers at the school primarily handle any type of incident that happens within the school. He went on to say that the only time the social workers at the Police Department would get involved, is if the Police Department is going to take enforcement action for issues such as fighting, vape, alcohol, nicotine etc. He went on to say that the Diversion and Redirect programs are a process that only the police department can offer, stating that in lieu of receiving a citation, they go through a process so that they can stay out of the court system. He stated that there is a separation of what the social workers in the school do and what the police department social workers do when it's a school related matter. Trustee Gunsteen wanted to verify that it's similar to traffic school for speeding offenses when you're under 18 to keep it off your record. Deputy Chief Naydenoff stated that was correct. Trustee Gunsteen stated that to Trustee Suwanski's point, he does not want U-46 to transfer cases to the police department costing us money. He went on to say that he believes it's important that there's a fine line drawn in the sand if this gets approved. Trustee Suwanski asked if they deal with truancy issues. Deputy Chief Naydenoff stated that the School Resource Officers do not issue truancy tickets. He went on to say that they bring these types of situations back to the school. He stated that there's no crossover and they do



## VILLAGE OF BARTLETT COMMITTEE MINUTES April 1, 2025

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not refer anything to us within the school. He stated that the only time the social worker is involved is when a School Resource Officer or another officer within the school is going to issue some type of citation or arrest. Mayor Wallace asked if a student was called in and it's a situation where they would normally issue that student a ticket, and they say they're not going through the program since most kids that age would do whatever they need to avoid getting a ticket. He asked if they are allowed to keep going through the program. Deputy Chief Naydenoff stated that they're only allowed to go through the program one time. He went on to say that once they go through the program and they experience the educational sessions about making wise decisions, it addresses the behaviors. Trustee Hopkins asked if we could ask U-46 to cover some of those fees. Trustee Suwanski agreed while Mayor Wallace stated that U-46 should at least know what we're paying. Trustee Suwanski stated that she does think they should also pursue the Township. She stated that while Village Administrator Paula Schumacher stated that they no longer provide grants, we should still pursue it. Mayor Wallace stated that he would be in favor of starting with a part time contract for this year and then they can review the results of the program to understand where additional needs might be.

Trustee LaPorte then discussed the next topic which was Reduce the Golf Program Machinery & Equipment budget by \$320,000 for the removal of the golf cart lease-purchase agreement. Trustee Deyne stated that the golf cart revenue last year produced roughly \$331,000 and currently for the fiscal year award \$284,000. He stated that while he acknowledges that this is an expensive project, the condition of the golf carts are not great. Trustee LaPorte wanted to verify the numbers and asked if the numbers are accurate and that \$331,000 is generated in revenue on the golf carts alone. That was confirmed to be correct. He went on to say that for a five-year term based on the trade in would be \$395,000. He stated that means we can more than cover the cost in almost a year in a half. He stated that based on the numbers, we could do it with maintenance and would be able to pay it off in a year and a half. Trustee Gunsteen wanted to clarify that we won't be paying it off in a year and a half as there's a five-year term for a lease. Trustee Hopkins stated that he is in support of the golf carts and whatever staff supports as far as lease or maintenance. Assistant Village Administrator Scott Skrycki stated that if we did a lease maintenance agreement, the numbers that they see will decrease to about \$1,500 a year. Trustee Suwanski asked about GPS on the golf course. Mr. Skrycki stated those would be transferred over seamlessly and that the new fleet would come with wiring along with them moving over existing screens to the new golf carts. Trustee LaPorte stated that whether we decide to go with the maintenance or continue to do maintenance in house and trade in the golf carts, there's enough money to cover either option. Trustee Gunsteen stated that once they move forward with this, they can have a clear conversation about raising the rates at the golf course over the next year because they're offering a quality golf course with amenities. Mayor Wallace agreed. It was decided that they were in agreement of a five year lease with maintenance.

### B. BUILDING AND ZONING COMMITTEE, CHAIRMAN GUNSTEEN

1. #2025-03 Devon Avenue Rezoning



## VILLAGE OF BARTLETT COMMITTEE MINUTES April 1, 2025

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Trustee Gunsteen stated that the petitioner is requesting to rezone the 1.12-acre property known as 27W637W Devon Avenue from the B-2 Local Convenience Shopping District to the ER-2 Estate Residence District. He stated that the property was annexed into the Village and rezoned to the B—2 District in 1993 in anticipation of the Elgin O’Hare extending further west of the property over Devon Avenue. He stated that the home on the property has been the office location of Magnum Realty, and the petitioner intends to cease all office operations and the business’ sign will be removed if the rezoning is approved. He stated that the petitioner is here today.

Planning and Development Service Director Kristy Stone stated that the property in question is the B2 zoning and that IDOT acquired the property for the eventual expansion of the Elgin O’Hare. She stated that they’re no longer intending to extend it past County Farm Road. She went on to say that’s why the property was thought to be going commercial because there would be an exit there which is no longer in the plans. She stated that the petitioner has been trying to market the property and has not had any interest. Mayor Wallace asked what they anticipated being there; whether it was townhomes Ms. Stone stated right now they’re looking at having an existing house to use as a residence and if someone wanted to come back in the future to rezone the property, it’s something they can consider at that time.

### 2. #2024-12 1350 Munger Road

Trustee Gunsteen stated that the petitioner is requesting to resubdivide 1350 Munger Road into two lots, site plan review of both lots and a variation to reduce the parking requirement for lot 1 in order to construct a 149,000 sq. f.t building immediately west of the existing building. He stated the Planning and Zoning Commission reviewed the application, conducted the required public hearing and recommended approval of the subdivision, site plans and variation at their March 6, 2025, meeting. He stated that the petitioner is also requesting to amend the previously recorded landbank parking agreement to extend the term for up to 80 years. The current agreement that was recorded for the entire property as part of the Ordinance 2006-13 required that the owner install the 131 landbanked parking stall by June 2026. He stated that the Planning and Zoning Commission did not review the terms of the agreement, it is subject to the Village Board’s approval. He did state that this was previously reviewed by the board and that if there were no further questions, this would be presented at the next board meeting for approval.

### 5. ADJOURNMENT

Mayor Wallace moved to adjourn the Committee of the Whole Meeting. Trustee Deyne moved to approve; the motion was seconded by Trustee LaPorte.

### ROLL CALL VOTE TO ADJOURN

AYES: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte, Suwanski  
NAYS: None  
ABSENT: None  
MOTION CARRIED



## **VILLAGE OF BARTLETT COMMITTEE MINUTES April 1, 2025**

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The Committee of the Whole meeting was adjourned at 8:06 p.m.

Jackie Cardoza  
Executive Assistant

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

**100-GENERAL FUND REVENUES**

**420230-BUILDING PERMITS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NEAL FUCHS	PERMIT REFUND	115.00
<b>INVOICES TOTAL:</b>		<b>115.00</b>
		<b>115.00</b>

**1100-VILLAGE BOARD/ADMINISTRATION**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	161.01
<b>INVOICES TOTAL:</b>		<b>161.01</b>

**523100-ADVERTISING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 WGNAM	BRANDING CAMPAIGN	1,800.00
** 1 WGNAM	BRANDING CAMPAIGN	1,300.00
<b>INVOICES TOTAL:</b>		<b>3,100.00</b>

**530115-SUBSCRIPTIONS/PUBLICATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	E-NEWSLETTER FEE	104.50
<b>INVOICES TOTAL:</b>		<b>104.50</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	43.40
** 1 ELAN FINANCIAL SERVICES	ADOBE SOFTWARE	87.58
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	99.82
<b>INVOICES TOTAL:</b>		<b>230.80</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	TRAINING/MEETING LUNCHEONS	138.49
1 PAULA SCHUMACHER	ICMA CONFERENCE EXPENSES	159.60
<b>INVOICES TOTAL:</b>		<b>298.09</b>

**543900-COMMUNITY RELATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	BUDGET MEETING DINNER	432.21
<b>INVOICES TOTAL:</b>		<b>432.21</b>

**543910-HISTORY MUSEUM EXPENSES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

**	1 ELAN FINANCIAL SERVICES	MUSEUM SUBSCRIPTIONS/REFRESHMENTS FOR EVENTS	349.15
		<u>INVOICES TOTAL:</u>	<u>349.15</u>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT	
1 COMCAST	CABLE SERVICE	23.96	
**	1 ELAN FINANCIAL SERVICES	INSTITUTE DAY LUNCH	148.60
		<u>INVOICES TOTAL:</u>	<u>172.56</u>
			<b>4,848.32</b>

**1200-PROFESSIONAL SERVICES**

**523400-LEGAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT	
1 LAW OFFICES OF FRANCIS BONGIOVANNI	PROFESSIONAL SERVICES	786.25	
1 DONAHUE & ROSE PC	PROFESSIONAL SERVICES	7,312.50	
		<u>INVOICES TOTAL:</u>	<u>8,098.75</u>
			<b>8,098.75</b>

**1400-FINANCE**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT	
1 GENESISONE	COPIER MAINTENANCE SERVICE	57.95	
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	28.00	
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	76.68	
1 QUADIENT INC	POSTAGE METER LEASE PAYMENT	475.38	
		<u>INVOICES TOTAL:</u>	<u>638.01</u>

**523110-LEGAL PUBLICATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT	
1 PADDOCK PUBLICATIONS INC	PUBLIC HEARING NOTICE	39.10	
		<u>INVOICES TOTAL:</u>	<u>39.10</u>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT	
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	76.16	
1 CENTURY PRINT & GRAPHICS	PAYROLL CHECK FORMS	221.04	
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	24.39	
		<u>INVOICES TOTAL:</u>	<u>321.59</u>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT	
**	1 ELAN FINANCIAL SERVICES	IGFOA 2025 PENSION WEBINAR REGISTRATION FEE	120.00
		<u>INVOICES TOTAL:</u>	<u>120.00</u>

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
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1,118.70

**1500-PLANNING & DEV SERVICES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GORDON FLESCH COMPANY INC	COPIER MAINTENANCE SERVICE	36.41
	<b>INVOICES TOTAL:</b>	<b>36.41</b>

**526006-INSPECTION SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FOOD & ALCOHOL SERVICE TRAINING INC	FOOD SERVICE INSPECTIONS 03/25	880.00
	<b>INVOICES TOTAL:</b>	<b>880.00</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 INTERNATIONAL CODE COUNCIL INC	ICC BOOKS	502.50
	<b>INVOICES TOTAL:</b>	<b>502.50</b>

**532000-AUTOMOTIVE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MYD BARTLETT SG, LLC	FEB 2025 CAR WASHES	28.00
	<b>INVOICES TOTAL:</b>	<b>28.00</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	SBOC TRAINING REGISTRATION FEE	150.00
** 1 ELAN FINANCIAL SERVICES	CREDIT MEMO	-5.00
1 KRISTY STONE	APA CONFERENCE EXPENSES	1,644.29
	<b>INVOICES TOTAL:</b>	<b>1,789.29</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	INSTITUTE DAY LUNCH	162.36
	<b>INVOICES TOTAL:</b>	<b>162.36</b>

3,398.56

**1700-POLICE**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	CABLE SERVICE	225.54
1 COMPASSION FUNERAL SERVICE INC	TRANSPORTATION SERVICES	525.00
1 GENESISONE	COPIER MAINTENANCE SERVICE	393.94
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	270.31
1 PROSHRED CHICAGO	PAPER SHREDDING SERVICES	280.92

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
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1 T-MOBILE	TELEPHONE BILL	1,041.60
1 T-MOBILE	TELEPHONE BILL	1,281.97
1 T-MOBILE USA INC	SUBPOENA FEES	100.00
1 VERIZON WIRELESS	WIRELESS SERVICES	36.01
1 VERIZON WIRELESS	WIRELESS SERVICES	72.02
<b>INVOICES TOTAL:</b>		<b>4,227.31</b>

**522700-COMPUTER SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 911 TECH INC	COPFTO ANNUAL SUBSCRIPTION	3,213.00
<b>INVOICES TOTAL:</b>		<b>3,213.00</b>

**523100-ADVERTISING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	RECRUITMENT TABLECLOTH/STICKERS	300.64
<b>INVOICES TOTAL:</b>		<b>300.64</b>

**526000-SERVICE TO MAINTAIN VEHICLES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ARMY TRAIL TIRE AND SERVICE	VEHICLE MAINTENANCE	994.98
1 ARMY TRAIL TIRE AND SERVICE	VEHICLE MAINTENANCE	677.95
1 FTD AUTO LLC	VEHICLE MAINTENANCE	85.00
1 FTD AUTO LLC	VEHICLE MAINTENANCE	85.00
1 FTD AUTO LLC	VEHICLE MAINTENANCE	85.00
1 FTD AUTO LLC	VEHICLE MAINTENANCE	29.90
1 FTD AUTO LLC	VEHICLE MAINTENANCE	2,332.31
1 FTD AUTO LLC	VEHICLE MAINTENANCE	1,138.88
1 FTD AUTO LLC	VEHICLE MAINTENANCE	85.00
1 FTD AUTO LLC	VEHICLE MAINTENANCE	31.18
1 FTD AUTO LLC	VEHICLE MAINTENANCE	85.00
1 FTD AUTO LLC	VEHICLE MAINTENANCE	293.95
1 HAWK FORD OF ST CHARLES	VEHICLE MAINTENANCE	392.68
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	40.96
<b>INVOICES TOTAL:</b>		<b>6,357.79</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	CREDIT MEMO	-229.67
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	29.98
1 AMAZON CAPITAL SERVICES INC	TONER	229.67
** 1 ELAN FINANCIAL SERVICES	MAVERICK GROOMING/EVIDENCE SUPPLIES	692.66
1 THE FINER LINE INC	PLAQUE ENGRAVING	776.81
1 MIDWEST FIRST AID & SAFETY	FIRST AID SUPPLIES	123.32
1 STATE GRAPHICS	VEHICLE SEIZURE FORMS	195.08
1 DYLAN VILLAREAL	REIMBURSEMENT FOR MATERIALS PURCHASED	410.39
<b>INVOICES TOTAL:</b>		<b>2,228.24</b>

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
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**530110-UNIFORMS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE EAGLE UNIFORM CO	POLO SHIRT EMBROIDERY	140.00
1 THE EAGLE UNIFORM CO	POLO SHIRT EMBROIDERY	84.00
1 RAY O'HERRON CO INC	UNIFORM APPAREL	102.59
1 RAY O'HERRON CO INC	UNIFORM APPAREL	37.33
1 RAY O'HERRON CO INC	UNIFORM APPAREL	145.13
1 RAY O'HERRON CO INC	UNIFORM APPAREL	158.22
<b>INVOICES TOTAL:</b>		<b>667.27</b>

**530125-SHOOTING RANGE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	MAINTENANCE SUPPLIES	14.91
1 FIELDS USA	AMMUNITION RESUPPLY	8,010.00
<b>INVOICES TOTAL:</b>		<b>8,024.91</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	90.25
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	147.64
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	49.14
<b>INVOICES TOTAL:</b>		<b>287.03</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE UPS STORE	SHIPPING CHARGES	22.11
<b>INVOICES TOTAL:</b>		<b>22.11</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	CONFERENCE REGISTRATION FEES	668.04
1 MIREYA FLORES	TRAINING EXPENSES	51.60
1 ASHLEE GNIECH	TRAINING EXPENSES	120.00
1 THOMAS SALAZAR	TRAINING EXPENSES	271.00
<b>INVOICES TOTAL:</b>		<b>1,110.64</b>

**542000-PLANNING & RESEARCH**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	108.72
<b>INVOICES TOTAL:</b>		<b>108.72</b>

**542810-SAFETY PROGRAM EXPENSES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	TACTICAL SUPPLIES	324.58
1 NORTH AMERICAN RESCUE LLC	MEDICAL SUPPLIES	119.20
<b>INVOICES TOTAL:</b>		<b>443.78</b>

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

**543101-DUES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	NOTARY REGISTRATION FEES	64.00
	<b>INVOICES TOTAL:</b>	<b>64.00</b>

**543900-COMMUNITY RELATIONS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	TEEN ACADEMY T-SHIRTS	361.00
	<b>INVOICES TOTAL:</b>	<b>361.00</b>

**544001-PRISONER DETENTION**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BARTLETT SOAP N SUDS	DETENTION BLANKET CLEANING	23.75
	<b>INVOICES TOTAL:</b>	<b>23.75</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ANGELA GARAY-LOPEZ	CUSTOMER REIMBURSEMENT	203.81
	<b>INVOICES TOTAL:</b>	<b>203.81</b>

27,644.00

**1800-STREET MAINTENANCE**

**522500-EQUIPMENT RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 T-MOBILE	TELEPHONE BILL	389.23
1 VERIZON WIRELESS	WIRELESS SERVICES	50.43
1 VERIZON WIRELESS	WIRELESS SERVICES	36.01
	<b>INVOICES TOTAL:</b>	<b>475.67</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	4,123.33
1 NICOR GAS	GAS BILL	308.19
1 NICOR GAS	GAS BILL	750.78
1 NICOR GAS	GAS BILL	1,057.74
	<b>INVOICES TOTAL:</b>	<b>6,240.04</b>

**526000-SERVICE TO MAINTAIN VEHICLES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KAMMES AUTO & TRUCK REPAIR INC	STATE INSPECTION TESTS	900.00
1 PRECISE MRM LLC	VEHICLE MAINTENANCE	690.00
	<b>INVOICES TOTAL:</b>	<b>1,590.00</b>

**527110-SVCS TO MAINTAIN TRAFFIC SIGS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

1 MEADE ELECTRIC CO INC	TRAFFIC SIGNAL MAINTENANCE	1,190.64
1 MEADE ELECTRIC CO INC	TRAFFIC SIGNAL MAINTENANCE	1,684.00
		<b>INVOICES TOTAL: 2,874.64</b>

**527113-SERVICES TO MAINT. GROUNDS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE SAVANNA GROUP INC	HOLIDAY LIGHTING INSTALLATION	10,644.00
1 THE SAVANNA GROUP INC	HOLIDAY LIGHTING INSTALLATION	2,198.00
		<b>INVOICES TOTAL: 12,842.00</b>

**527130-SIDEWALK & CURB REPLACEMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ERIC PERKEY	PUBLIC SIDEWALK REPLACEMENT	1,082.00
1 WELCH BROS INC	MATERIALS & SUPPLIES	1,204.16
		<b>INVOICES TOTAL: 2,286.16</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ACTION LOCK & KEY INC	PAPER TOWEL DISPENSER KEYS	6.00
** 1 ELAN FINANCIAL SERVICES	DONUTS FOR MEETINGS	10.84
1 GRAINGER	MAINTENANCE SUPPLIES	253.73
1 MENARDS	MATERIALS & SUPPLIES	35.97
1 JEFF PAHLKE	REIMBURSEMENT FOR DAMAGED MAILBOX	54.98
1 RUSSO'S POWER EQUIPMENT INC	MATERIALS & SUPPLIES	274.20
** 1 SAM'S CLUB	MATERIALS & SUPPLIES	35.32
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	121.33
		<b>INVOICES TOTAL: 792.37</b>

**530110-UNIFORMS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CUTLER WORKWEAR	UNIFORMS	283.65
		<b>INVOICES TOTAL: 283.65</b>

**530160-SAFETY EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FIVE STAR SAFETY EQUIPMENT INC	SAFETY EQUIPMENT	85.00
		<b>INVOICES TOTAL: 85.00</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WAREHOUSE DIRECT	MAINTENANCE SUPPLIES	50.87
1 WAREHOUSE DIRECT	MAINTENANCE SUPPLIES	453.98
		<b>INVOICES TOTAL: 504.85</b>

**534230-SNOW PLOWING SALT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
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1 MORTON SALT INC	DEICING ROAD SALT	14,471.10
1 MORTON SALT INC	DEICING ROAD SALT	10,132.43
		<b>INVOICES TOTAL: 24,603.53</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COLLIFLOWER INC - BALTIMORE	MAINTENANCE SUPPLIES	70.69
1 FLEETPRIDE	MAINTENANCE SUPPLIES	1,501.94
1 INTERSTATE BILLING SERVICE INC	MAINTENANCE SUPPLIES	24.57
1 INTERSTATE BILLING SERVICE INC	MAINTENANCE SUPPLIES	278.48
1 INTERSTATE BILLING SERVICE INC	MAINTENANCE SUPPLIES	114.87
1 INTERSTATE BILLING SERVICE INC	MAINTENANCE SUPPLIES	84.86
1 INTERSTATE BILLING SERVICE INC	MAINTENANCE SUPPLIES	137.93
1 INTERSTATE BILLING SERVICE INC	MAINTENANCE SUPPLIES	76.64
1 INTERSTATE BILLING SERVICE INC	MAINTENANCE SUPPLIES	107.88
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	39.85
1 NAPA AUTO PARTS	MAINTENANCE SUPPLIES	223.56
		<b>INVOICES TOTAL: 2,661.27</b>

**534400-STREET MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HIGH STAR TRAFFIC	STREET MAINTENANCE MATERIALS	61.25
1 HIGH STAR TRAFFIC	STREET MAINTENANCE MATERIALS	45.00
		<b>INVOICES TOTAL: 106.25</b>

**534500-GROUNDS MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MIDWEST TRADING HORTICULTURAL	SEED PURCHASE	690.90
1 RAYNOR DOOR AUTHORITY	OVERHEAD GARAGE DOOR	8,799.00
		<b>INVOICES TOTAL: 9,489.90</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	IPSI REGISTRATION/EVENT SPONSORSHIP/LUNCHEON	544.19
		<b>INVOICES TOTAL: 544.19</b>

**543101-DUES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	APWA MEMBERSHIP FEE/HRCI RECERTIFICATION FEE	602.33
		<b>INVOICES TOTAL: 602.33</b>

**543800-STORMWATER FACILITIES MAINT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CORE & MAIN LP	MATERIALS & SUPPLIES	1,360.00
		<b>INVOICES TOTAL: 1,360.00</b>

**67,341.85**

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

**430000-DEVELOPER DEPOSITS FUND**

**262099-DEPOSIT-ORDINANCE 89-49**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 DR HORTON	BOND REFUND-1393 TIGER LILY DR	1,000.00
	<b>INVOICES TOTAL:</b>	<b>1,000.00</b>
		<b>1,000.00</b>

**5000-WATER OPERATING EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	SCADA PHONE SERVICE	38.04
1 WATER REMEDIATION TECHNOLOGY	BASE TREATMENT CHARGE/W-4	13,035.25
1 WATER REMEDIATION TECHNOLOGY	BASE TREATMENT CHARGE/W-7	2,293.33
	<b>INVOICES TOTAL:</b>	<b>15,366.62</b>

**522500-EQUIPMENT RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 T-MOBILE	TELEPHONE BILL	33.60
1 T-MOBILE	TELEPHONE BILL	389.24
1 VERIZON WIRELESS	WIRELESS SERVICES	50.43
	<b>INVOICES TOTAL:</b>	<b>473.27</b>

**522800-ANALYTICAL TESTING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SUBURBAN LABORATORIES INC	SAMPLE TESTING	1,360.00
1 SUBURBAN LABORATORIES INC	SAMPLE TESTING	475.00
1 SUBURBAN LABORATORIES INC	SAMPLE TESTING	2,595.00
	<b>INVOICES TOTAL:</b>	<b>4,430.00</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	2,326.57
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	383.66
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	969.05
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	720.04
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	4,660.82
1 NEXAMP INC	ELECTRIC BILL	574.88
1 NICOR GAS	GAS BILL	336.49
	<b>INVOICES TOTAL:</b>	<b>9,971.51</b>

**526000-SERVICE TO MAINTAIN VEHICLES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PRECISE MRM LLC	VEHICLE MAINTENANCE	161.00
	<b>INVOICES TOTAL:</b>	<b>161.00</b>

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

**527120-SVCS TO MAINT MAINS/STORM LINE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	PAYMENT FOR DAMAGE TO COMED EQUIPMENT	3,676.04
<b>INVOICES TOTAL:</b>		<b>3,676.04</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ACTION LOCK & KEY INC	PAPER TOWEL DISPENSER KEYS	6.00
** 1 ELAN FINANCIAL SERVICES	DONUTS FOR MEETINGS	10.84
1 KIMBALL MIDWEST	MATERIALS & SUPPLIES	1,519.99
** 1 SAM'S CLUB	MATERIALS & SUPPLIES	35.32
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	47.00
<b>INVOICES TOTAL:</b>		<b>1,619.15</b>

**530110-UNIFORMS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CUTLER WORKWEAR	UNIFORMS	174.09
<b>INVOICES TOTAL:</b>		<b>174.09</b>

**530120-CHEMICAL SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 HAWKINS INC	CHEMICAL SUPPLIES	539.85
<b>INVOICES TOTAL:</b>		<b>539.85</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	MAINTENANCE SUPPLIES	192.41
1 WAREHOUSE DIRECT	MAINTENANCE SUPPLIES	50.88
1 WAREHOUSE DIRECT	MAINTENANCE SUPPLIES	453.98
<b>INVOICES TOTAL:</b>		<b>697.27</b>

**532300-POSTAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SEBIS DIRECT INC	APRIL BILLS POSTAGE	3,188.41
<b>INVOICES TOTAL:</b>		<b>3,188.41</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	39.85
<b>INVOICES TOTAL:</b>		<b>39.85</b>

**534810-METER MAINTENANCE MATERIALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WATER RESOURCES INC	WATER METERS & SUPPLIES	3,256.32
1 WATER RESOURCES INC	WATER METERS & SUPPLIES	1,858.30

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

INVOICES TOTAL: **5,114.62**

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	IPSI REGISTRATION/EVENT SPONSORSHIP/LUNCHEON	544.20
		<u>INVOICES TOTAL:</u> <b>544.20</b>

**543101-DUES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	APWA MEMBERSHIP FEE/HRCI RECERTIFICATION FEE	602.33
		<u>INVOICES TOTAL:</u> <b>602.33</b>

**546900-CONTINGENCIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CAROL STREAM LAWN & POWER	MAINTENANCE MATERIALS	1,549.00
		<u>INVOICES TOTAL:</u> <b>1,549.00</b>

**48,147.21**

**5090-WATER CAPITAL PROJECTS EXP**

**581020-WATER METER AUTOMATION**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 WATER RESOURCES INC	WATER METERS & SUPPLIES	143,078.57
		<u>INVOICES TOTAL:</u> <b>143,078.57</b>

**143,078.57**

**5100-SEWER OPERATING EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	SCADA PHONE SERVICE	38.05
		<u>INVOICES TOTAL:</u> <b>38.05</b>

**522500-EQUIPMENT RENTALS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 T-MOBILE	TELEPHONE BILL	67.20
1 T-MOBILE	TELEPHONE BILL	389.24
1 VERIZON WIRELESS	WIRELESS SERVICES	50.43
		<u>INVOICES TOTAL:</u> <b>506.87</b>

**522800-ANALYTICAL TESTING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SUBURBAN LABORATORIES INC	SAMPLE TESTING	314.00
1 SUBURBAN LABORATORIES INC	SAMPLE TESTING	962.50
1 SUBURBAN LABORATORIES INC	SAMPLE TESTING	1,190.75
1 TEKLAB INC	SAMPLE TESTING	979.70

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

INVOICES TOTAL: 3,446.95

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	1,118.74
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	72.97
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	129.65
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	221.39
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	282.37
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	138.95
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	482.84
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	606.06
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	354.42
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	185.05
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	108.86
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	147.06
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	205.75
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	1,045.18
1 CONSTELLATION NEW ENERGY INC	ELECTRIC BILL	26,411.31
1 NEXAMP INC	ELECTRIC BILL	1,124.38
1 NICOR GAS	GAS BILL	151.87
1 NICOR GAS	GAS BILL	54.46
1 NICOR GAS	GAS BILL	55.92
1 NICOR GAS	GAS BILL	153.03
1 NICOR GAS	GAS BILL	680.16
1 NICOR GAS	GAS BILL	54.50
1 NICOR GAS	GAS BILL	54.40
1 NICOR GAS	GAS BILL	75.71
	<u>INVOICES TOTAL:</u>	<u>33,915.03</u>

**526000-SERVICE TO MAINTAIN VEHICLES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PRECISE MRM LLC	VEHICLE MAINTENANCE	138.00
	<u>INVOICES TOTAL:</u>	<u>138.00</u>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ACTION LOCK & KEY INC	PAPER TOWEL DISPENSER KEYS	6.00
** 1 ELAN FINANCIAL SERVICES	DONUTS FOR MEETINGS	10.84
1 HINCKLEY SPRING WATER CO	DISTILLED WATER	42.57
1 PETROCHOICE LLC	MATERIALS & SUPPLIES	1,559.80
** 1 SAM'S CLUB	MATERIALS & SUPPLIES	35.32
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	22.96
	<u>INVOICES TOTAL:</u>	<u>1,677.49</u>

**530110-UNIFORMS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CUTLER WORKWEAR	UNIFORMS	1,075.75

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
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INVOICES TOTAL: **1,075.75**

**530120-CHEMICAL SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 PRO CHEM INC	MAINTENANCE MATERIALS	1,588.57
		<u>INVOICES TOTAL:</u> <b>1,588.57</b>

**530160-SAFETY EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FIVE STAR SAFETY EQUIPMENT INC	SAFETY EQUIPMENT	191.90
		<u>INVOICES TOTAL:</u> <b>191.90</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	INK CARTRIDGES	100.00
1 AMAZON CAPITAL SERVICES INC	MAINTENANCE SUPPLIES	192.41
1 AMAZON CAPITAL SERVICES INC	MAINTENANCE SUPPLIES	168.75
1 WAREHOUSE DIRECT	CREDIT MEMO	-14.61
1 WAREHOUSE DIRECT	MAINTENANCE SUPPLIES	50.88
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	4.95
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	6.31
1 WAREHOUSE DIRECT	FIRST AID SUPPLIES	14.20
1 WAREHOUSE DIRECT	FIRST AID SUPPLIES	98.14
1 WAREHOUSE DIRECT	FIRST AID SUPPLIES	12.65
1 WAREHOUSE DIRECT	CREDIT MEMO	-4.95
		<u>INVOICES TOTAL:</u> <b>628.73</b>

**532300-POSTAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SEBIS DIRECT INC	APRIL BILLS POSTAGE	3,188.41
		<u>INVOICES TOTAL:</u> <b>3,188.41</b>

**534300-EQUIPMENT MAINTENANCE MATLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	MAINTENANCE SUPPLIES	65.91
1 CERTIFIED BALANCE & SCALE CORP	LAB EQUIPMENT MAINTENANCE	1,884.00
1 KONICA MINOLTA BUSINESS	COPIER MAINTENANCE SERVICE	39.86
1 NAPA AUTO PARTS	MAINTENANCE SUPPLIES	74.69
		<u>INVOICES TOTAL:</u> <b>2,064.46</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	IPSI REGISTRATION/EVENT SPONSORSHIP/LUNCHEON	544.21
		<u>INVOICES TOTAL:</u> <b>544.21</b>

**543101-DUES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

**	1 ELAN FINANCIAL SERVICES	APWA MEMBERSHIP FEE/HRCI RECERTIFICATION FEE	602.34
	1 FOX VALLEY OPERATORS ASSOC	ANNUAL 2025 MEMBERSHIP DUES	100.00
		<u>INVOICES TOTAL:</u>	<u>702.34</u>

**570100-MACHINERY & EQUIPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MENARDS	MATERIALS & SUPPLIES	184.06
	<u>INVOICES TOTAL:</u>	<u>184.06</u>
		49,890.82

**510000-SEWER FUND**

**200504-FRWRD PAYABLE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FRWRD	KANE CTY SEWER TREATMENT 03/25	2,255.60
	<u>INVOICES TOTAL:</u>	<u>2,255.60</u>
		2,255.60

**5190-SEWER CAPITAL PROJECTS EXP**

**582027-WWTP FACILITY IMPROVEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 STRAND ASSOCIATES INC	BITTERSWEET DRIVE WRF	12,700.00
1 STRAND ASSOCIATES INC	BITTERSWEET DRIVE WRF	4,800.00
	<u>INVOICES TOTAL:</u>	<u>17,500.00</u>

**582028-DEVON EXCESS FLOW PLANT REHB**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 COMMONWEALTH EDISON CO	PRE-PAYMENT FOR ELECTRIC WORK-DEVON LIFT STATIC	2,725.52
1 ENGINEERING ENTERPRISES INC	EXCESS FLOW FACILITY LIFT STATION	3,812.00
	<u>INVOICES TOTAL:</u>	<u>6,537.52</u>
		24,037.52

**5200-PARKING OPERATING EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 T2 SYSTEMS CANADA INC	MONTHLY EMS SERVICES	350.00
	<u>INVOICES TOTAL:</u>	<u>350.00</u>

**523800-RENT TO RAILROAD**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 METRA	QTRLY LEASE PYMT/NOV 24-JAN 25	1,161.71
	<u>INVOICES TOTAL:</u>	<u>1,161.71</u>

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NEXAMP INC	ELECTRIC BILL	264.68
1 VERIZON WIRELESS	WIRELESS SERVICES	42.17
<b>INVOICES TOTAL:</b>		<b>306.85</b>

**529000-OTHER CONTRACTUAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	METRA INTERNET SERVICE	88.29
<b>INVOICES TOTAL:</b>		<b>88.29</b>

**1,906.85**

**5500-GOLF PROGRAM EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COLLEY ELEVATOR COMPANY	INSPECTION FEES FOR HYDRAULIC PRESSURE RELIEF TE	335.00
1 COMCAST	INTERNET SERVICE	151.40
** 1 MOLTREE MECHANICAL	EQUIPMENT REPAIRS	2,900.70
** 1 MOLTREE MECHANICAL	MAINTENANCE AGREEMENT	2,856.00
1 THOMPSON ELEVATOR INSPECTION	INSPECTION	41.00
<b>INVOICES TOTAL:</b>		<b>6,284.10</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 COMCAST	CABLE SERVICE	913.11
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	1,600.92
** 1 MOLTREE MECHANICAL	EQUIPMENT REPAIRS	445.50
1 NEXAMP INC	ELECTRIC BILL	13.11
1 NICOR GAS	GAS BILL	1,439.20
<b>INVOICES TOTAL:</b>		<b>4,411.84</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	31.38
1 MINT GREEN GROUP USA INC	GOLF APPAREL	87.78
1 ZIEGLER'S ACE HARDWARE	MATERIALS & SUPPLIES	131.10
<b>INVOICES TOTAL:</b>		<b>250.26</b>

**534331-PURCHASES - GOLF SHOES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MINT GREEN GROUP USA INC	GOLF APPAREL	168.60
<b>INVOICES TOTAL:</b>		<b>168.60</b>

**534332-PURCHASES - GOLF BALLS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
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1 SRIXON / CLEVELAND GOLF / XXIO	GOLF BALLS	1,296.00
1 TAYLOR MADE GOLF COMPANY INC	GOLF BALLS	1,099.44
1 TAYLOR MADE GOLF COMPANY INC	GOLF BALLS	3,922.56
1 TAYLOR MADE GOLF COMPANY INC	GOLF BALLS	4,441.44
<b>INVOICES TOTAL:</b>		<b>10,759.44</b>

**534333-PURCHASES - GOLF CLUBS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SRIXON / CLEVELAND GOLF / XXIO	GOLF CLUBS	478.00
1 SRIXON / CLEVELAND GOLF / XXIO	GOLF BALLS	216.00
<b>INVOICES TOTAL:</b>		<b>694.00</b>

**534334-PURCHASES - GOLF GLOVES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 SRIXON / CLEVELAND GOLF / XXIO	GOLF GLOVES	1,038.00
<b>INVOICES TOTAL:</b>		<b>1,038.00</b>

23,606.24

**5510-GOLF MAINTENANCE EXPENSES**

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	533.64
1 NICOR GAS	GAS BILL	479.74
1 NICOR GAS	GAS BILL	666.77
<b>INVOICES TOTAL:</b>		<b>1,680.15</b>

1,680.15

**5560-GOLF RESTAURANT EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A & P GREASE TRAPPERS INC	GREAST TRAP MAINTENANCE	87.50
1 A MAESTRANZI SONS	KNIFE SHARPENING	22.00
1 A MAESTRANZI SONS	BLADE SHARPENING	25.00
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	45.83
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	112.50
<b>INVOICES TOTAL:</b>		<b>292.83</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMMONWEALTH EDISON CO	ELECTRIC BILL	266.82
1 NICOR GAS	GAS BILL	239.87
<b>INVOICES TOTAL:</b>		<b>506.69</b>

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
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**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	188.00
1 GRECO AND SONS INC	FOOD SUPPLIES	87.52
<b>INVOICES TOTAL:</b>		<b>275.52</b>

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	1,250.00
1 CHRIST PANOS FOODS CORPORATION	FOOD PURCHASE	198.24
1 EUCLID BEVERAGE LLC	CREDIT MEMO	-156.01
1 EUCLID BEVERAGE LLC	BEER PURCHASE	326.38
1 EUCLID BEVERAGE LLC	BEER PURCHASE	378.00
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	200.00
1 LAKESHORE BEVERAGE	BEER PURCHASE	38.07
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	141.31
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	224.04
<b>INVOICES TOTAL:</b>		<b>2,600.03</b>
		<b>3,675.07</b>

**5570-GOLF BANQUET EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 A & P GREASE TRAPPERS INC	GREAT TRAP MAINTENANCE	87.50
1 A MAESTRANZI SONS	BLADE SHARPENING	25.00
1 ALSCO	LINEN SERVICES	41.10
1 ALSCO	LINEN SERVICES	431.35
1 ALSCO	LINEN SERVICES	6.89
1 ALSCO	LINEN SERVICES	449.52
1 ALSCO	LINEN SERVICES	12.69
1 ALSCO	LINEN SERVICES	45.00
1 ALSCO	CREDIT MEMO	-114.59
1 COMPLETE BAR SYSTEMS LLC	CLEAN BEER LINES	64.00
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	45.84
1 GREAT LAKES SERVICE	MONTHLY SERVICE AGREEMENT	112.50
1 JK TECHNOLOGY SOLUTIONS	MONTHLY SOFTWARE SUPPORT	300.00
<b>INVOICES TOTAL:</b>		<b>1,506.80</b>

**523100-ADVERTISING**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NEXXUS PUBLISHING	DIGITAL ADVERTISING	1,000.00
<b>INVOICES TOTAL:</b>		<b>1,000.00</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
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\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
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 INVOICES DUE ON/BEFORE 4/15/2025**

1 COMMONWEALTH EDISON CO	ELECTRIC BILL	266.82
1 NICOR GAS	GAS BILL	239.87
<b>INVOICES TOTAL:</b>		<b>506.69</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	175.00
1 EDWARD DON & COMPANY	GLOVES	533.70
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	188.00
1 GRECO AND SONS INC	FOOD SUPPLIES	87.52
1 MLA WHOLESALE INC	FLOWERS	157.20
1 MLA WHOLESALE INC	FLOWERS	91.45
1 MLA WHOLESALE INC	FLOWERS	85.95
<b>INVOICES TOTAL:</b>		<b>1,318.82</b>

**532200-OFFICE SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	70.52
<b>INVOICES TOTAL:</b>		<b>70.52</b>

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 THE BAKING INSTITUTE BAKERY CO	CAKE	173.99
1 THE BAKING INSTITUTE BAKERY CO	CAKE	264.99
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	1,825.15
1 CHRIST PANOS FOODS CORPORATION	FOOD PURCHASE	100.00
1 EUCLID BEVERAGE LLC	BEER PURCHASE	326.38
1 EUCLID BEVERAGE LLC	BEER PURCHASE	57.71
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	1,133.56
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	151.00
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	1,388.35
1 GRECO AND SONS INC	FOOD SUPPLIES	63.60
1 GRECO AND SONS INC	CREDIT MEMO	-16.95
1 GRECO AND SONS INC	FOOD PURCHASE	433.90
1 IL GIARDINO DEL DOLCE INC	CAKE	88.50
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	141.32
<b>INVOICES TOTAL:</b>		<b>6,131.50</b>

10,534.33

**5580-GOLF MIDWAY EXPENSES**

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GRECO AND SONS INC	FOOD SUPPLIES	87.52
<b>INVOICES TOTAL:</b>		<b>87.52</b>

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

**534320-PURCHASES - FOOD & BEVERAGE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 BREAKTHRU BEVERAGE ILLINOIS LLC	LIQUOR PURCHASE	800.00
1 CHICAGO BEVERAGE SYSTEMS/	BEER PURCHASE	447.00
1 CHRIST PANOS FOODS CORPORATION	FOOD PURCHASE	613.00
1 EUCLID BEVERAGE LLC	BEER PURCHASE	395.10
1 EUCLID BEVERAGE LLC	BEER PURCHASE	463.20
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	188.00
1 GORDON FOOD SERVICE INC	FOOD PURCHASE	743.15
1 LAKESHORE BEVERAGE	BEER PURCHASE	354.36
1 PEPSI BEVERAGES COMPANY	SOFT DRINK PURCHASE	379.39
** 1 SAM'S CLUB	MATERIALS & SUPPLIES	217.39
1 SCHAMBERGER BROTHERS INC	BEER PURCHASE	155.25
1 SCNS SPORTS FOODS	FOOD PURCHASE	202.40
<b>INVOICES TOTAL:</b>		<b>4,958.24</b>
		<b>5,045.76</b>

**6000-CENTRAL SERVICES EXPENSES**

**522400-SERVICE AGREEMENTS**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 CLARKE ENVIRONMENTAL MOSQUITO	MOSQUITO MGT SERVICE APR & MAY 2025	35,285.00
<b>INVOICES TOTAL:</b>		<b>35,285.00</b>

**522700-COMPUTER SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	GIS AUTOMATION/MDM FEES/CLOUD SERVICES	179.08
1 ESRI INC	ARCGIS ANNUAL MAINTENANCE	9,403.56
1 ESRI INC	ARCGIS ANNUAL SUBSCRIPTION	8,300.00
1 HEARTLAND BUSINESS SYSTEMS LLC	HELP DESK	218.75
1 HEARTLAND BUSINESS SYSTEMS LLC	HELP DESK	97.50
1 HEARTLAND BUSINESS SYSTEMS LLC	HELP DESK	250.00
<b>INVOICES TOTAL:</b>		<b>18,448.89</b>

**524100-BUILDING MAINTENANCE SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 MATTHEW BURRIS	PLUMBING REPAIRS	315.00
1 CENTURY PRINT & GRAPHICS	BUSINESS CARDS	89.37
1 THOMPSON ELEVATOR INSPECTION	INSPECTION	41.00
1 THOMPSON ELEVATOR INSPECTION	INSPECTION	82.00
1 VALLEY FIRE PROTECTION SYSTEMS LLC	FIRE SPRINKLER REPAIR	1,332.00
<b>INVOICES TOTAL:</b>		<b>1,859.37</b>

**524110-TELEPHONE**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 COMCAST	TELEPHONE BILL	4,569.29

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

1 COMCAST	INTERNET SERVICE	103.35
1 T-MOBILE	TELEPHONE BILL	67.20
<b>INVOICES TOTAL:</b>		<b>4,739.84</b>

**524120-UTILITIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 NEXAMP INC	ELECTRIC BILL	83.93
1 NICOR GAS	GAS BILL	294.02
<b>INVOICES TOTAL:</b>		<b>377.95</b>

**530100-MATERIALS & SUPPLIES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	28.00
1 AMAZON CAPITAL SERVICES INC	CREDIT MEMO	-28.00
1 AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	6.92
1 GREAT LAKES COCA-COLA	SOFT DRINK PURCHASE	335.04
1 MIDWEST FIRST AID & SAFETY	FIRST AID SUPPLIES	70.84
** 1 SAM'S CLUB	MATERIALS & SUPPLIES	201.89
1 WAREHOUSE DIRECT	OFFICE SUPPLIES	53.27
1 WAREHOUSE DIRECT	MAINTENANCE SUPPLIES	293.39
<b>INVOICES TOTAL:</b>		<b>961.35</b>

**541600-PROFESSIONAL DEVELOPMENT**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
** 1 ELAN FINANCIAL SERVICES	GIANTS CONFERENCE REGISTRATION FEE	125.00
1 ESRI INC	ARCGIS ARCADE TRAINING	100.00
1 GLOBAL KNOWLEDGE TRAINING LLC	COMPTIA A PLUS TRAINING	2,715.75
<b>INVOICES TOTAL:</b>		<b>2,940.75</b>

64,613.15

**7000-POLICE PENSION EXPENDITURES**

**529000-OTHER CONTRACTUAL SERVICES**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 ALLIANT INSURANCE SERVICES INC	FIDUCIARY INSURANCE RENEWAL	6,872.00
1 LAUTERBACH & AMEN LLP	MARCH 2025 PSA	205.00
<b>INVOICES TOTAL:</b>		<b>7,077.00</b>

7,077.00

**900000-POOLED CASH & INVESTMENT FUND**

**100002-CASH - MONEY MARKET**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 FISERV/BASTOGNE INC	FISERV ONLINE RETURN	100.00
<b>INVOICES TOTAL:</b>		<b>100.00</b>

\*\* Indicates pre-issue check.

**VILLAGE OF BARTLETT  
 DETAIL BOARD REPORT  
 INVOICES DUE ON/BEFORE 4/15/2025**

**100004-CASH - LOCK BOX MM**

VENDOR	INVOICE DESCRIPTION	INVOICE AMOUNT
1 GRANDVIEW HOMES LLC	REFUND FOR OVERPAYMENT ON FINAL WATER BILL	64.29
	<u>INVOICES TOTAL:</u>	<u>64.29</u>

164.29

**GRAND TOTAL:**

499,277.74

GENERAL FUND	112,565.18
DEVELOPER DEPOSITS FUND	1,000.00
WATER FUND	191,225.78
SEWER FUND	76,183.94
PARKING FUND	1,906.85
GOLF FUND	44,541.55
CENTRAL SERVICES FUND	64,613.15
POLICE PENSION FUND	7,077.00
POOLED CASH & INVESTMENT FUND	164.29
<b>GRAND TOTAL</b>	<b>499,277.74</b>

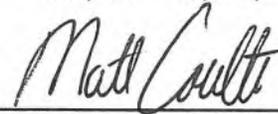
\*\* Indicates pre-issue check.

VILLAGE OF BARTLETT TREASURER'S REPORT  
 CASH & INVESTMENT REPORT  
 FISCAL YEAR 2024/25 as of February 28, 2025

Fund	1/31/2025	Receipts	Disbursements	2/28/2025
General	28,962,628	2,572,133	2,266,012	29,268,749
MFT	7,308,138	176,478	0	7,484,616
Debt Service	555,309	156,296	636	710,968
Capital Projects	3,593,182	11,685	0	3,604,867
Municipal Building	4,765,765	16,400	345,930	4,436,236
Developer Deposits	3,492,008	31,581	0	3,523,589
59 & Lake TIF	(2,765,178)	896	0	(2,764,282)
BC Municipal TIF	0	0	0	0
Bluff City TIF Municipal	453,462	1,589	0	455,051
Water	6,846,622	1,058,180	969,062	6,935,740
Sewer	30,095,964	658,193	966,281	29,787,875
Parking	(187,613)	5,857	4,497	(186,254)
Golf	(1,599,991)	40,989	155,134	(1,714,136)
Central Services	870,149	147,103	115,698	901,554
Vehicle Replacement	4,203,385	65,299	0	4,268,684
<b>TOTALS</b>	<b>86,593,831</b>	<b>4,942,677</b>	<b>4,823,251</b>	<b>86,713,257</b>

Detail of Ending Balance			
Cash	Investments	Net Assets/Liab.	2/28/2025
15,683,902	12,869,914	714,933	29,268,749
4,244,051	3,208,321	32,243	7,484,616
374,492	335,898	578	710,968
24,448	3,580,420	0	3,604,867
2,195,884	1,969,578	270,774	4,436,236
1,093,419	2,910,982	(480,812)	3,523,589
628,321	563,567	(3,956,170)	(2,764,282)
0	0	0	0
239,887	215,164	0	455,051
2,850,285	2,556,447	1,529,008	6,935,740
5,247,624	4,706,719	19,833,533	29,787,875
0	0	(186,254)	(186,254)
0	0	(1,714,136)	(1,714,136)
486,189	436,083	(20,718)	901,554
1,243,651	1,115,482	1,909,550	4,268,684
<b>34,312,154</b>	<b>34,468,575</b>	<b>17,932,528</b>	<b>86,713,257</b>

BC Project TIF	780,785	2,537	0	783,322
Bluff City Project TIF	64,520	226	0	64,746
Bluff City SSA Debt Srv.	106,407	346	0	106,753
Police Pension	66,820,038	307,736	325,549	66,802,225



Matt Coulter  
 Acting Finance Director

**VILLAGE OF BARTLETT TREASURER'S REPORT**  
**REVENUE & EXPENDITURE BUDGET COMPARISONS BY FUND**  
**FISCAL YEAR 2024/25 as of February 28, 2025**

Fund	Revenues				Expenditures			
	Actual	Current Year Budget	Percent	Prior YTD %	Actual	Current Year Budget	Percent	Prior YTD %
General	29,978,212	32,890,154	91.15%	85.12%	26,996,329	34,412,598	78.45%	83.21%
MFT	1,814,564	2,185,000	83.05%	85.21%	401,996	2,000,000	20.10%	49.00%
Debt Service	2,625,211	3,003,039	87.42%	82.85%	2,963,956	2,967,321	99.89%	99.89%
Capital Projects	172,544	100,000	172.54%	86.40%	1,000,000	3,000,000	33.33%	0.00%
Municipal Building	2,246,921	2,125,000	105.74%	299.48%	485,295	475,000	102.17%	71.07%
Developer Deposits	590,215	595,000	99.20%	190.18%	(69,300)	0	0.00%	0.00%
Bluff City SSA	49,674	8,422	589.81%	55.94%	0	60,000	0.00%	98.82%
59 & Lake TIF	4,726	360,000	1.31%	0.00%	204,930	360,000	56.92%	81.09%
Bluff City Municipal TIF	118,716	99,000	119.92%	113.63%	0	105,000	0.00%	0.28%
Bluff City Project TIF	1,650,457	3,670,000	44.97%	53.76%	1,619,008	3,650,000	44.36%	52.85%
Brewster Creek Municipal TIF	28,076	10,000	280.76%	114.71%	1,322,532	505,000	261.89%	47.90%
Brewster Creek Project TIF	52,316	20,000	261.58%	99.70%	755,715	100,000	755.71%	87.82%
Water	11,930,734	13,551,000	88.04%	90.56%	15,343,095	19,253,702	79.69%	71.14%
Sewer	11,979,280	10,720,000	111.75%	63.64%	10,240,962	15,221,332	67.28%	57.82%
Parking	66,226	75,000	88.30%	106.87%	57,394	85,285	67.30%	39.91%
Golf	2,470,178	4,535,100	54.47%	52.92%	3,740,613	4,534,131	82.50%	64.62%
Central Services	1,472,539	1,751,282	84.08%	84.38%	1,254,383	1,763,541	71.13%	76.04%
Vehicle Replacement	727,230	747,132	97.34%	94.08%	968,532	1,781,000	54.38%	18.79%
Police Pension	9,397,310	7,465,735	125.87%	119.43%	3,470,716	3,951,316	87.84%	83.52%
Subtotal	77,375,130	83,910,864	92.21%	82.24%	70,756,155	94,225,226	75.09%	70.66%
Less Interfund Transfers	(6,711,382)	(6,657,813)	100.80%	79.41%	(6,711,382)	(6,657,813)	100.80%	79.41%
Total	70,663,748	77,253,051	91.47%	82.39%	64,044,773	87,567,413	73.14%	70.26%

**VILLAGE OF BARTLETT TREASURER'S REPORT**  
**MAJOR REVENUE BUDGET COMPARISONS**  
**FISCAL YEAR 2024/25 as of February 28, 2025**

<b>Fund</b>	<b>Actual</b>	<b>Current Year Budget</b>	<b>Percent</b>	<b>Prior YTD %</b>
Property Taxes	11,040,543	12,870,519	85.78%	78.09%
Sales Taxes (General Fund)	4,830,752	4,950,000	97.59%	79.58%
Income Taxes	6,029,526	7,025,000	85.83%	88.90%
Telecommunications Tax	326,295	390,000	83.67%	81.14%
Home Rule Sales Tax	3,098,717	3,000,000	103.29%	95.26%
Real Estate Transfer Tax	695,875	600,000	115.98%	89.33%
Use Tax	1,242,359	1,700,000	73.08%	79.38%
Building Permits	1,081,726	850,000	127.26%	124.17%
MFT	1,560,171	1,790,000	87.16%	89.20%
Water Charges	11,140,781	13,100,000	85.04%	87.78%
Sewer Charges	6,421,627	6,750,000	95.14%	95.49%
Interest Income	2,813,946	1,645,000	171.06%	200.08%

**VILLAGE OF BARTLETT TREASURER'S REPORT**  
**GOLF FUND DETAIL (Excluding Capital Projects)**  
**FISCAL YEAR 2024/25 as of February 28, 2025**

Fund	Actual	Current Year Budget	Percent
<b>Golf Program</b>			
Revenues	1,451,208	1,647,500	88.09%
Expenses	1,251,927	1,524,035	82.15%
Net Income	<u>199,281</u>	<u>123,465</u>	161.41%
<b>F&amp;B - Restaurant</b>			
Revenues	139,118	163,000	85.35%
Expenses	359,047	429,549	83.59%
Net Income	<u>(219,929)</u>	<u>(266,549)</u>	82.51%
<b>F&amp;B - Banquet</b>			
Revenues	675,059	865,000	78.04%
Expenses	701,925	808,547	86.81%
Net Income	<u>(26,866)</u>	<u>56,453</u>	-47.59%
<b>F&amp;B - Midway</b>			
Revenues	204,793	200,000	102.40%
Expenses	95,691	100,400	95.31%
Net Income	<u>109,102</u>	<u>99,600</u>	109.54%
<b>Golf Fund Total</b>			
Revenues	2,470,178	2,875,500	85.90%
Expenses	2,408,590	2,862,531	84.14%
Net Income	<u>61,588</u>	<u>12,969</u>	474.89%

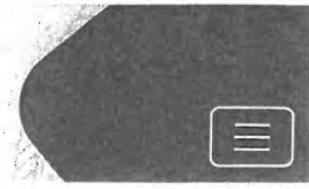
**Sales Taxes**

Month	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
May	141,609	161,850	159,411	167,379	156,194	160,850	185,540	220,859	255,956	296,621
June	170,308	178,006	186,494	194,753	187,952	183,798	277,635	281,954	308,327	340,105
July	170,734	181,943	201,320	200,041	205,572	198,797	274,678	303,057	323,030	374,363
August	200,031	224,385	219,629	227,783	232,110	209,005	331,855	338,161	350,947	436,666
September	193,484	211,186	224,268	218,236	220,524	233,289	325,874	334,152	354,588	367,895
October	204,424	209,930	215,328	211,089	262,349	221,535	299,302	380,114	340,045	669,876
November	198,880	206,205	208,760	215,922	227,334	202,764	304,608	319,337	325,687	499,933
December	212,286	212,435	219,639	196,081	214,284	236,916	314,214	316,040	307,781	594,776
January	204,437	207,123	221,599	221,276	243,184	208,079	282,703	338,672	334,418	676,203
February	170,190	201,075	206,836	196,714	186,495	199,411	312,927	335,097	348,179	574,313
March	194,219	190,934	196,530	181,590	203,051	203,477	308,392	452,524	334,584	
April	149,630	167,837	180,413	170,866	193,930	211,072	247,260	281,334	268,643	
<b>Total</b>	<b>2,210,232</b>	<b>2,352,909</b>	<b>2,440,227</b>	<b>2,401,729</b>	<b>2,532,977</b>	<b>2,468,994</b>	<b>3,464,989</b>	<b>3,901,303</b>	<b>3,852,186</b>	<b>4,830,752</b>
<b>% increase</b>	<b>6.46%</b>	<b>6.46%</b>	<b>3.71%</b>	<b>-1.58%</b>	<b>5.46%</b>	<b>-2.53%</b>	<b>40.34%</b>	<b>12.59%</b>	<b>-4.51%</b>	<b>64.95%</b>
<b>Budget</b>	<b>2,115,000</b>	<b>2,205,000</b>	<b>2,400,000</b>	<b>2,425,000</b>	<b>2,460,000</b>	<b>2,575,000</b>	<b>3,400,000</b>	<b>3,400,000</b>	<b>4,050,000</b>	<b>4,050,000</b>



# SUSANA A. MENDOZA

## ILLINOIS STATE COMPTROLLER



### VENDOR WARRANT DETAIL

#### BARTLETT VILLAGE TREASURER



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[VENDOR SUMMARY](#)

[CONTRACT SEARCH](#)

[PAYMENTS SEARCH](#)

[PAYMENTS ISSUED](#)

[PENDING PAYMENTS](#)

[PAYMENTS NOTIFICATIONS](#)

[Return Back](#)

Warrant/EFT#: EF 0017681

Fiscal Year	2025	Issue Date	02/06/25
Warrant Total	\$574,313.26	Warrant Status	

Agency	Contract	Invoice	Voucher	Agency Amount
492 - REVENUE		A4299142	5A4299142	\$574,313.26

#### IOC Accounting Line Details

Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0189	492	27	44910055	4491	\$574,313.26	DISTRIBUTE MUNI/CNTY SALES TAX

#### Payment Voucher Description

Line	Text
1	IL DEPT. OF REVENUE AUTHORIZED THIS PAYMENT ON 02/06/2025
2	MUNICIPAL 1 % SHARE OF SALES TAX
3	LIAB MO: NOV. 2024 COLL MO: DEC. 2024 VCHR MO: FEB. 2025
4	?S PHONE: 217 785-6518 EMAIL: REV.LOCALTAX@ILLINOIS.GOV
61	MUNICIPAL 1 % SHARE OF SALES TAX

[Click here for assistance with this screen.](#)

**MOTOR FUEL TAX**

Month	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
May	89,988	93,139	91,478	86,848	83,590	96,769	134,647	138,706	148,455	143,652
June	58,408	58,737	72,645	79,592	76,204	99,562	138,322	143,599	154,189	157,757
July	103,948	94,278	95,252	93,416	95,250	121,837	137,127	140,615	146,693	156,001
August	100,154	89,533	89,970	90,079	137,033	142,172	148,687	135,008	152,712	165,946
September	67,441	79,032	79,527	75,247	148,846	132,059	142,475	146,887	161,807	160,216
October	87,626	91,489	91,053	98,725	136,575	130,305	131,236	139,533	145,203	157,805
November	101,486	93,216	92,796	92,950	153,788	131,647	144,611	140,270	170,467	166,026
December	93,002	97,757	91,055	89,502	180,890	136,795	153,239	160,435	160,431	154,353
January	89,828	92,928	93,233	89,403	128,180	119,239	140,177	128,618	137,026	150,579
February	90,531	88,602	80,765	81,313	126,802	112,605	96,768	131,699	146,175	156,060
March	77,861	75,544	80,062	77,761	131,268	116,673	137,179	127,842	134,330	
April	93,782	90,224	94,326	91,212	122,218	135,751	138,279	146,038	147,837	
Subtotal	1,054,055	1,044,479	1,052,164	1,046,048	1,520,643	1,475,415	1,642,746	1,679,249	1,805,325	1,568,394
Plus:										
High Growth Jobs Now	37,743	37,801	37,266	36,909	9,192	89,348	61,771	-	37,987	
Rebuild Illinois						1,357,885	905,256	452,628		
Total	1,091,798	1,082,280	1,089,430	1,082,957	1,529,835	2,922,648	2,609,773	2,131,877	1,843,312	1,568,394
Budget	1,025,000	1,067,287	1,095,000	1,095,000	1,085,000	1,715,000	1,620,000	1,650,000	1,750,000	1,790,000
Annual Inc in \$ only MFT Allocations	4.37%	-0.91%	0.74%	-0.58%	45.37%	-2.97%	11.34%	2.22%	1.23%	6.76%



Municipality Report

March 4, 2025

Bartlett

**MOTOR FUEL TAX ALLOTMENT AND TRANSACTIONS FOR FEBRUARY, 2025**

Beginning Unobligated Balance	<b>\$10,197,446.13</b>
Motor Fuel Tax Fund Allotment	\$76,368.16
MFT Transportation Renewal Fund Allotment	\$79,691.96
Minus Amount Paid to State	\$0.00
Net Motor Fuel Tax Allotment	<u>\$156,060.12</u>
Plus Credits Processed	\$2,075,000.00
Minus Authorizations Processed	\$2,075,000.00
Current Unobligated Balance	<u><b>\$10,353,506.25</b></u>

**PROCESSED TRANSACTIONS:**

**AUTHORIZATIONS:**

Date	Section	Category	Memo	Amount
2/11/2025	23-00000-00-GM	Maint. Engineer		\$150,000.00
2/11/2025	23-00000-00-GM	Maintenance		\$1,925,000.00
			<b>TOTAL</b>	<b>\$2,075,000.00</b>

**CREDITS:**

Date	Section	Category	Memo	Amount
2/11/2025	23-00000-00-GM	Contract Construct	s/b to Maintenance	\$1,925,000.00
2/11/2025	23-00000-00-GM	Engineering	s/b to M.E.	\$150,000.00
			<b>TOTAL</b>	<b>\$2,075,000.00</b>

**LGDF (Local Government Distributive Fund) - Local Share of State Income Tax Revenue**

The local municipalities share of the state income tax is not a grant, but is part of an irrevocable commitment to municipalities in return for their support in creating a state income tax in 1969.

Month	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total Difference
May	738,677	562,075	552,308	565,171	827,513	415,461	693,410	1,304,763	988,791	1,100,016	
June	306,761	268,673	285,636	261,088	258,429	257,341	608,397	383,282	463,652	471,450	
July	432,821	383,442	377,861	353,016	386,474	408,647	545,787	647,045	617,724	685,865	
August	251,174	223,293	180,579	259,137	277,037	558,708	306,468	333,265	405,992	458,266	
September	239,229	243,902	212,997	252,907	245,191	316,571	323,647	362,169	368,502	359,762	
October	420,455	360,422	324,300	393,064	437,466	458,423	588,142	663,057	712,313	768,224	
November	277,231	241,907	244,065	283,096	285,514	309,760	337,156	419,871	479,810	461,166	
December	216,813	219,162	214,871	234,648	269,799	274,242	314,565	376,725	376,979	359,994	
January	406,804	354,337	313,145	341,897	377,110	436,922	560,065	611,766	655,603	751,153	
February	445,170	409,813	453,275	411,330	388,526	461,926	698,349	604,890	620,344	613,630	
March	257,723	214,499	227,873	247,673	288,908	318,357	302,694	358,254	403,200		
April	398,780	413,655	349,908	397,816	424,333	507,617	646,664	576,594	636,579		
Total	4,391,638	3,895,179	3,736,819	4,000,843	4,466,301	4,723,974	5,925,343	6,641,682	6,729,489	6,029,526	
LGDF @ 10%	5,489,548	4,868,974	6,145,469	7,037,087	7,767,480	7,855,193	9,777,794	10,844,504	10,514,038	9,319,205	
DIFFERENCE	(1,097,910)	(973,795)	(2,408,650)	(3,036,244)	(3,301,179)	(3,131,219)	(3,852,451)	(4,202,823)	(3,784,549)	(3,289,679)	(40,408,960)

**LGDF Effective % Rate Changes**

7/1/2010 - 10% to 6%

2/1/2015 - 6% to 8%

8/1/2017 - 8% to 5.45%

7/1/2018 - 5.45% to 5.75%

7/1/2020 - 5.75% to 6.06%

8/1/2022 - 6.06% to 6.16%

7/1/2023 - 6.16% to 6.47%

## ARBOR DAY PROCLAMATION

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world, and

**WHEREAS**, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

**WHEREAS**, trees in our village increase property values, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**NOW, THEREFORE, I**, Kevin Wallace, President of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois, do hereby proclaim April 25, 2025, as Arbor Day in the Village of Bartlett, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 15<sup>th</sup> day of April 2025.



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Kevin Wallace, Village President



## Agenda Item Executive Summary

AGENDA ITEM: #2024-12 1350 Munger Road BOARD OR COMMITTEE: Board

### BUDGET IMPACT

Amount \$N/A

Budgeted \$N/A

Fund: N/A

Corresponding Activity Measures: P&Z Commission Review

### EXECUTIVE SUMMARY

The petitioner is requesting to resubdivide 1350 Munger Road into two (2) lots, site plan review of both lots and a variation to reduce the parking requirements for lot 1 in order to construct a 149,000 sq. f.t building immediately west of the existing building.

The Planning & Zoning Commission reviewed the application, conducted the required public hearing and recommended approval of the subdivision, site plans and variation at their March 6, 2025 meeting.

The Committee of the Whole reviewed the recommendation at their April 1, 2025 meeting and forwarded the project on to the Village Board for a final vote.

### ATTACHMENTS (PLEASE LIST)

PDS Memo, ordinance with exhibits

### RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Attract businesses to Bartlett

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

### ACTION REQUESTED

For Discussion Only

Resolution

Ordinance - Move to approve Ordinance 2025-\_\_\_\_\_ An Ordinance Approving a Preliminary/Final Plat of Resubdivision, A Site Plan, and a Variation for the Property at 1350 Munger Road

Motion

Staff: Kristy Stone, PDS Director

Date: April 9, 2025

**PLANNING & DEVELOPMENT SERVICES MEMORANDUM**

**25-13**

DATE: April 9, 2025  
TO: Paula Schumacher, Village Administrator  
FROM: Andrew Barna, Associate Planner *AB*  
RE: **(#24-12) 1350 Munger Road**

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**PETITIONER**

Dawson Logistics Assets, LLC

**SUBJECT SITE**

1350 Munger Road

**REQUESTS**

**Preliminary/Final Plat of Resubdivision  
Site Plan Review for Lot 1 and Lot 2  
Variation to reduce parking requirement for Lot 2  
Amendment to the landbank agreement**

**SURROUNDING LAND USES**

	<b><u>Land Use</u></b>	<b><u>Comprehensive Plan</u></b>	<b><u>Zoning</u></b>
<b>Subject Site</b>	<b>Industrial</b>	<b>Industrial</b>	<b>I-2 EDA</b>
North	Industrial	Industrial	I-2 EDA
South	Industrial	Industrial	I-2 EDA
East	Industrial	Industrial	I-2 EDA
West	Industrial	Industrial	I-2 EDA

**BACKGROUND INFORMATION**

The subject property is zoned I-2 EDA and is located within the Brewster Creek Business Park.

In 2006, Ordinance #2006-13 granted a special use permit for building height, variances to allow loading docks in the corner side yard, reduction in the required number of parking spaces, site plan approval, and approved a landbanking agreement for lot 9 in the Brewster Creek Business Park.

This ordinance granted the property a variance to reduce the number of required parking stalls from **490** to **331**, with 200 spaces installed immediately and the landbanking of 131 stalls. A landbanking agreement is recorded which requires the 131 spaces be installed in June, 2026.

### **CURRENT DISCUSSION**

1. The petitioner is requesting a **Preliminary/Final Plat of Resubdivision** of 1350 Munger Rd to create two (2) lots. A new spec building is proposed for Lot 1 and the existing building will be on Lot 2.
2. Trucks will access both sites via two (2) curbs cuts. The existing southern curb cut on Schiferl Rd will be modified to allow adequate ingress and egress of trucks for both lot 1 and lot 2. Additionally, the existing eastern curb cut on lot Munger Rd will serve both lot 1 and lot 2. Cross access easements will be provided for both curb cuts. An additional curb cut on Schiferl Rd in the south west corner of lot 1 will serve the employee and visitor parking lots for lot 1.
3. The petitioner is requesting **Site Plan** reviews for both lots. Lot 1 contains a proposed 149,100 square foot office warehouse facility. The office will consist of 9,000 square feet and the remaining 140,100 square feet will be dedicated to warehouse uses. Lot 2 contains an existing 400,000 square foot office warehouse facility with new truck and trailer parking/land banked parking configuration.

### **Lot 1**

4. The lot 1 site contains 181 parking spaces for the office and warehouse employees and visitors, which meets zoning ordinance requirements.
5. The lot 1 elevations show a precast warehouse building at forty-five feet (45) in height. The east side of the building has forty-two (42) exterior dock doors and two (2) drive in overhead doors.

### **Lot 2**

6. The parking lot for 1350 Munger provides 203 parking spaces for the office and warehouse employees and visitors. The petitioner is requesting to landbank 131 spaces. This requires a **Variation** to reduce the number of required parking spaces from 490 to 331.
7. The petitioner is requesting an amendment to the **Landbank Agreement** which proposes the landbanking of 131 parking stalls. The landbank agreement details additional items and conditions which are subject to review. *Pleased see the proposed amendment to the landbank agreement attached.*

8. The new site plan details ten (10) new truck and trailer parking on the north end of the building.
9. The landscape plan, elevations, photometric plan and engineering plans are currently under review by staff.

### **RECOMMENDATION**

1. The Planning and Zoning Commission held the required public hearing, reviewed the petitioner's requests for Preliminary/Final Plat of Resubdivision, Site Plans, and Variation and **recommended approval** at their meeting on March 6, 2025 based the following conditions and findings of fact:
  - A. The Preliminary/Final Plat of Subdivision shall be recorded prior to the issuance of any building permit;
  - B. Village Engineer approval of the engineering plans;
  - C. Building permits shall be required for all construction activities;
  - D. Planning and Development Services approval of the landscape and photometric plan;
  - E. Landscaping must be installed within one year of the issuance of a building permit;
  - F. If landscaping cannot be installed at the time of construction, a landscape estimate shall be submitted to the Planning & Development Services department for review and approval by the Village Forester and a bond posted in the approved amount for its future installation;
  - G. All proposed signage shall require permits and approval from the Planning & Development Services Department prior to installation;
  - H. Dumpsters shall be located behind a solid gate;
  - I. Any required Public Improvement Completion Agreement and associated security shall be submitted for review and approval by the Village Attorney.
  - J. Findings of Fact (Site Plan Lots 1+2)
    - i. That the proposed office warehouse facility on Lot 1 and the existing office warehouse facility on Lot 2 are permitted uses in the Brewster Creek Business Park I-2 EDA Zoning District;
    - ii. That the proposed development on the Subject Property and the proposed improvements, off-street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses;
    - iii. That the vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient, and convenient movement of traffic not only within the site but on adjacent roadways as well;
    - iv. That the site plan provides for the safe movement of pedestrians within the site;

- v. That there is a sufficient mixture of grass, trees, and shrubs within the interior and perimeter (including public right-of-way) of the site so that the proposed development will be in harmony with adjacent land uses. Any part of the site plan area not used for buildings, structures, parking, or access ways shall be landscaped with a mixture of grass, trees, and shrubs.
- vi. That all outdoor storage areas are screened and are in accordance with standards specified by this Ordinance.

K. Findings of Fact (Variation):

- i. That the particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out;
- ii. That conditions upon which the petition for variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning classifications;
- iii. That the purpose of the variation is not based exclusively upon a desire to make money out of the property;
- iv. That the alleged difficulty or hardship is caused by the provision of this Title and has not been created by any person presently having an interest in the property;
- v. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhoods in which the property is located;
- vi. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood;
- vii. That the granting of the variance requested will not confer on the applicant any special privilege that is denied by the provisions of this Title to other lands, structures or buildings in the same district.

2. The Committee of the Whole reviewed the petitioner's requests at their meeting on **April 1, 2025**. The Committee forwarded the petition to the Village Board for a final vote.
3. The ordinance with exhibits is attached for your review.

ORDINANCE 2025 - \_\_\_\_\_

**AN ORDINANCE APPROVING A PRELIMINARY/FINAL PLAT OF  
RESUBDIVISION, A SITE PLAN, AND A VARIATION FOR THE PROPERTY  
AT 1350 MUNGER ROAD**

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**WHEREAS**, Dawson Logistics Assets, LLC, a Delaware limited liability company (also referred to as the "**Petitioner**") is the owner of the real property commonly known as 1350 Munger Road, legally described on **Exhibit A**, and zoned I-2 EDA, which is referred to herein as the "**Subject Property**"; and

**WHEREAS**, the Subject Property currently consists of one lot containing an approximately 400,000 square foot industrial building; and

**WHEREAS**, pursuant to Ordinance Number 2006-13, the Village of Bartlett ("**Village**") previously granted a special use permit and variances for the existing industrial building on the Property; and

**WHEREAS**, Petitioner has filed a petition requesting the approval of (1) a preliminary and final plat of resubdivision to subdivide the Subject Property into two lots of record; (2) a site plan for the two newly created lots with a proposed 149,100 square foot office/warehouse building on Lot 1 and the existing industrial building located on Lot 2 with a revised truck and trailer parking area and landbanked parking configuration; and (3) a variation for Lot 2 to reduce the number of required parking spaces from 490 to 331 (collectively, the "**Petition**"); and

**WHEREAS**, on March 6, 2025, pursuant to proper notice, the Village Planning and Zoning Commission conducted a public hearing and reviewed the Petition, and has recommended to the Corporate Authorities that the Petition be granted, subject to the conditions and findings of fact set forth in its report; and

**WHEREAS**, the Corporate Authorities have considered the recommendation of the Bartlett Planning and Zoning Commission and have determined that it is in the public interest of the Village and its residents to approve the Petition, subject to the terms and conditions set forth in this Ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois (the "Corporate Authorities"), pursuant to its home rule authority, as follows:

**Section 1. Recitals.** The recitals listed above are incorporated into this Ordinance as if fully set forth in this Section 1.

## **Section 2. Findings of Fact.**

A. Site Plan. Based in part on the conditions set forth in Section 6 of this Ordinance, the Corporate Authorities make the following findings of fact regarding the Petitioner's application for approval of the Site Plan for the Subject Property:

1. The proposed office warehouse facility on Lot 1 and the existing office warehouse facility on Lot 2 are permitted uses in the Brewster Creek Business Park I-2 EDA Zoning District;
2. The proposed development on the Subject Property and the proposed improvements, off-street parking, access, lighting, landscaping, and drainage is compatible with adjacent land uses;
3. The vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well;
4. The site plan provides for the safe movement of pedestrians within the site;
5. There is a sufficient mixture of grass, trees, and shrubs within the interior and perimeter (including public right-of-way) of the site so that the proposed development will be in harmony with adjacent land uses. Any part of the site plan area not used for buildings, structures, parking, or access ways shall be landscaped with a mixture of grass, trees, and shrubs; and
6. That all trash enclosures and outdoor storage areas are, or will be, screened and are, or will be, in accordance with standards specified in this Ordinance and the Bartlett Zoning Ordinance.

B. Variation: Based in part on the conditions set forth in Section 6 of this Ordinance, the Corporate Authorities make the following findings of fact regarding the Petitioner's application for approval of a variation from Section 10-11-1-6 of the Bartlett Zoning Ordinance to reduce the number of required off-street parking spaces for the development on Lot 2 of the Subject Property from 490 spaces to 331 spaces:

- a. That the particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.
- b. That conditions upon which the petition for a variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning classifications.
- c. That the purpose of the variation is not based exclusively upon a desire to

make more money out of the property.

- d. That the alleged difficulty or hardship is caused by the provisions of this Title and has not been created by any person presently having an interest in the property.
- e. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhoods in which the property is located.
- f. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.
- g. That the granting of the variation requested will not confer on the applicant any special privilege that is denied by the provisions of this Title to other lands, structures or buildings in the same district.

**Section 3. Preliminary/Final Plat.** The Preliminary Final Plat of Subdivision for the Subject Property, entitled “Final Plat of Resubdivision For Lot 9A in Assessment Plat No. 1 of Lots 9&10 in Brewster Creek Business Park Units 1 and 2 Resubdivision No. 1.,” prepared by Jacob & Hefner Associates with a latest revision date of January 9, 2025 (“**Final Plat of Subdivision**”) attached hereto as **Exhibit B**, and expressly made part of this Ordinance, is hereby approved.

**Section 4. Variation.** Pursuant to Section 10-13-6 of the Bartlett Zoning Ordinance, and subject to the conditions set forth in Section 6 of this Ordinance, the Corporate Authorities hereby approve a variation from Section 10-11-1-6 of the Bartlett Zoning Ordinance to reduce the required off-street parking spaces for the newly created Lot 2 of the Subject Property from 490 spaces to 331 spaces.

**Section 5. Site Plan.** The site plans for Lot 1 and Lot 2 of the Subject Property, prepared by Architects Plus Design Studio, PLLC, with a latest revision date of November 27, 2024 (collectively, the “**Site Plan**”), attached hereto as **Exhibit C**, is hereby approved, subject to the conditions contained in Section 6 of this Ordinance.

**Section 6. Conditions.** The approvals granted pursuant to this Ordinance shall be and are hereby expressly subject to and contingent upon each of the following terms, conditions, and restrictions, the violation of any of which shall, in the sole discretion of the Corporate Authorities, invalidate the approvals granted in this Ordinance:

- A. The Preliminary/Final Plat of Subdivision shall be recorded prior to the issuance of any building permit.

- B. Village Engineer approval of the engineering plans.
- C. Building permits shall be required for all construction activities, and this Ordinance does not authorize the commencement of any work on the Subject Property. Except as otherwise specifically provided in writing in advance by the Village, no work of any kind may be commenced on the Subject Property pursuant to the approvals granted by this Ordinance unless and until all conditions of this Ordinance precedent to that work have been fulfilled and after all permits, approvals, and other authorizations for the work have been properly applied for, paid for, and granted in accordance with all applicable laws and regulations.
- D. Planning and Development Services approval of the landscape and photometric plan.
- E. Landscaping must be installed within one year of the issuance of a building permit.
- F. If landscaping cannot be installed at the time of construction, a landscape estimate shall be submitted to the Planning and Development Services department for review and approval by the Village Forester and a bond posted in the approved amount for its future installation.
- G. All proposed signage shall require permits and approval from the Planning and Development Services Department prior to installation.
- H. Dumpsters shall be located behind a solid gate.
- I. The Petitioner must deliver an executed copy of the Landbanking Agreement Amendment with the Village, and the Petitioner and its successors in interest to the Subject Property must comply with the terms of the Landbanking Agreement Amendment.
- J. The terms and conditions of Ordinance No. 2006-13 remain in full force and effect to govern the newly created Lot 2, except as may otherwise be expressly modified by this Ordinance.
- K. Any required Public Improvement Completion Agreement and associated bonds or other surety shall be submitted for review and approval by the Village Attorney.
- L. The Bartlett Zoning Ordinance, the Subdivision Ordinance, Village building codes, and all other applicable Village ordinances and regulations shall continue to apply to the Subject Property, and the development and use of the Subject Property must comply with all laws and regulations of the Village and all other federal, state, and local governments and agencies having jurisdiction.

- M. The development, maintenance, and use of the Subject Property must be in substantial compliance with the final plans attached hereto as Exhibit B and Exhibit C, and the final engineering, design, fencing, and landscape plans as approved by the Village Engineer and Planning and Development Services Department, except for minor changes to such plans as approved by the Planning and Development Services Director and the Village Engineer.

**Section 7. Failure to Comply.** Upon failure or refusal of the Petitioner to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, the approvals granted pursuant to this Ordinance (collectively, the “***Conditioned Approvals***”), will, at the sole discretion of the Corporate Authorities, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Corporate Authorities will not revoke the Conditioned Approvals unless it first provides the Petitioner with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village Board of Trustees regarding the revocation. In the event of revocation, the development and use of the Property will be governed solely by the regulations of the I-2 EDA Zoning District, as the same may, from time to time, be amended. Further, in the event of revocation, the Village Administrator and Village Attorney are authorized and directed to bring all zoning enforcement actions as may be appropriate under the circumstances. The Petitioner acknowledges that public notices and hearings have been held with respect to the adoption of this Ordinance, have considered the possibility of the revocation provided for in this Section 7, and agrees not to challenge any revocation on the grounds of any procedural infirmity or any denial of any procedural right, provided that the notice to the Petitioner required by this Section 7 is given.

**Section 8. Severability.** In the event a court of competent jurisdiction finds this Ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this ordinance and the application thereof to the greatest extent permitted by law.

**Section 9. Repeal and Saving Clause.** All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or cause of action which shall have accrued to the Village of Bartlett prior to the effective date of this Ordinance.

**Section 10. Effective Date.** This Ordinance shall be in full force and effect after its passage and approval according to law.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

\_\_\_\_\_  
Kevin Wallace, Village President

ATTEST:

\_\_\_\_\_  
Lorna Giles, Village Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2025- \_\_\_\_\_ enacted on April 15, 2025, and approved on April 15, 2025, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giles, Village Clerk

# EXHIBIT A

## LEGAL DESCRIPTION

THAT PART OF LOT 9 IN BREWSTER CREEK BUSINESS PARK UNIT 1, BEING A SUBDIVISION IN PART OF THE SOUTH HALF OF SECTION 5, TOWNSHIP 40 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 31, 2000, AS DOCUMENT NUMBER R2000-135800, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 9, BEING 60 FEET WEST OF THE CENTER LINE OF MUNGER ROAD HERETOFORE DEDICATED PER DOCUMENT R2000-135800; THENCE NORTH 00 DEGREES 27 MINUTES 11 SECONDS WEST ALONG THE EAST UNE OF SAID LOT 9, 956.48 FEET TO THE PLACE OF BEGINNING; THENCE THE FOLLOWING 2 COURSES AND DISTANCES ALONG THE EAST LINE OF SAID LOT 9:

1) THENCE NORTH 00 DEGREES 27 MINUTES 11 SECONDS WEST 417.92 FEET TO A POINT OF CURVATURE;

2) THENCE NORTHERLY ALONG THE ARC OF A CURVE, CONCAVE EAST, HAVING A RADIUS OF 1560.00 FEET, HAVING A CHORD BEARING NORTH 08 DEGREES 18 MINUTES 05 SECONDS EAST 476.72 FEET;

THENCE SOUTH 89 DEGREES 32 MINUTES 49 SECONDS WEST 1610.27 FEET, THENCE SOUTH 00 DEGREES 27 MINUTES 11 SECONDS EAST 919.33 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF A CURVE, CONCAVE SOUTH, HAVING A RADIUS OF 2033.10 FEET, HAVING A CHORD BEARING NORTH 84 DEGREES 27 MINUTES 03 SECONDS EAST 361.64 FEET TO A POINT OF TANGENCY; THENCE NORTH 89 DEGREES 32 MINUTES 49 SECONDS EAST 1178.26 FEET TO THE PLACE OF BEGINNING, CONTAINING 31.6718 ACRES MORE OR LESS, IN DUPAGE COUNTY, ILLINOIS.





PARCEL INDEX NUMBER:  
01-05-400-013

# FINAL PLAN OF RESUBDIVISION FOR: LOT 9A IN ASSESSMENT PLAT NO. 1 OF LOTS 9 & 10 IN BREWSTER CREEK BUSINESS PARK UNITS 1 AND 2 RESUBDIVISION NO. 1

BEING A RESUBDIVISION OF LOT 9A IN ASSESSMENT PLAT NO. 1 OF LOTS 9 & 10 IN BREWSTER CREEK BUSINESS PARK UNITS 1 & 2, BARTLETT, IL, BEING A PART OF SECTION 5, TOWNSHIP 40 NORTH RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN AND PART OF SECTION 4, TOWNSHIP 40 NORTH RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE ASSESSMENT PLAT THEREOF RECORDED MAY 18, 2006, AS DOCUMENT R2006-094413, IN DUPAGE COUNTY, ILLINOIS.

### OWNERS AND SCHOOL DISTRICT CERTIFICATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE LEGAL OWNER OF THE LAND DESCRIBED ON THE SUBJECT PLAN, AND HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS INDICATED THEREIN FOR THE USES AND PURPOSES HEREIN SET FORTH.

ALSO, THIS IS TO CERTIFY THAT THE PROPERTY BEING RESUBDIVIDED ADOPTS AND, TO THE BEST OF OWNER'S KNOWLEDGE AND BELIEF, SAID SUBDIVISION LIES ENTIRELY WITHIN THE BOUNDARIES OF THE VILLAGE SCHOOL DISTRICT.

DATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

BY: **DAVIDN LOGGERS ASSETS LLC**  
A Delaware Limited Liability Company

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS: 251 LITTLE FALLS DRIVE  
MUNINGTON, DELAWARE 19068

### NOTARY CERTIFICATE

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS

I, \_\_\_\_\_, A NOTARY PUBLIC IN AND FOR SAID COUNTY, IN THE STATE AFORESAID, DO

HEREBY CERTIFY THAT \_\_\_\_\_ AND/or \_\_\_\_\_ PERSONAL AND/OR TO BE THE SAME (THOSE NAMES), KNOWN TO ME BY THE FOREGOING CERTIFICATE, APPEARED BEFORE ME, BELIEVE THE FOREGOING INSTRUMENT AS HIS/HER OWN FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

### NOTARY PUBLIC

BY COMMISSION EXPIRES \_\_\_\_\_

### PUBLIC UTILITY EASEMENT PROVISIONS

A PERPETUAL EASEMENT IS HEREBY GRANTED TO THE VILLAGE OF

BARTLETT, COOK, DUPAGE AND KANE COUNTIES, ILLINOIS, ITS SUCCESSORS AND ASSIGNS, OVER, UPON, ACROSS, THROUGH AND UNDER THOSE PORTIONS OF THE ABOVE DESCRIBED REAL ESTATE DESIGNATED PUBLIC UTILITY EASEMENT ON THIS PLAN, FOR THE PURPOSE OF INSTALLING, LAYING, CONSTRUCTING, OPERATING, MAINTAINING, REPAIRING, RUNNING AND REPAIRING, MAINTAINING, SANITARY SEWER LINES, STORM SEWER LINES, STREET LIGHT CABLES AND ANY OTHER VILLAGE UTILITIES, TOGETHER WITH ALL APPURTENANT STRUCTURES, INCLUDING BUT NOT LIMITED TO MANHOLLS, WET WELLS, LIFT STATIONS (THE HYDRANTS, VALVE VAULTS, STREET LIGHTS AND JOINTS AND ALL OTHER FITTINGS AND EQUIPMENT REQUIRED FOR THE PURPOSE OF SERVING THE ABOVE DESCRIBED REAL ESTATE WITH WATER SERVICE, SANITARY SEWER SERVICE, STORM WATER COLLECTION, STREET LIGHTING AND OTHER MUNICIPAL SERVICES AND FOR THE PURPOSE OF PROVIDING INGRESS TO AND EGRESS FROM THE PROPERTY SHOWN HEREON FOR EMERGENCY VEHICLES OF ANY AND ALL TYPES (WHATSOEVER IN NO EVENT SHALL ANY PERMANENT BUILDINGS) BE PLACED UPON THE SAID EASEMENT AREA), AND THE EASEMENT AREAS MAY BE USED FOR GARDENS, SHRUBS, LANDSCAPING AND OTHER SUCH PURPOSES THAT DO NOT AND WILL NOT IN THE FUTURE INTERFERE UNREASONABLY WITH THE LEGAL RIGHTS HEREBY GRANTED TO THE VILLAGE OF BARTLETT.

### VILLAGE OF BARTLETT CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF ) SS

APPROVED AND ACCEPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BARTLETT, COOK, DUPAGE AND KANE COUNTIES, ILLINOIS.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

VILLAGE PRESIDENT

VILLAGE CLERK

### PLANNING AND ZONING COMMISSION CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF ) SS

APPROVED BY THE PLAN COMMISSIONER OF THE VILLAGE OF BARTLETT, COOK, DUPAGE, AND KANE COUNTIES, ILLINOIS.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

BY: \_\_\_\_\_  
PLANNING AND ZONING COMMISSION CHAIRMAN

ATTEST: \_\_\_\_\_  
PLANNING AND ZONING COMMISSION SECRETARY

### COUNTY ENGINEER CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF ) SS

THIS PLAN HAS BEEN APPROVED BY THE DUPAGE COUNTY ENGINEER WITH RESPECT TO ROADWAY ACCESS TO COUNTY HIGHWAY 18, NUMBER ROAD.

PURSUANT TO 203 ICS 203/2. HOWEVER, A HIGHWAY PERMIT FOR ACCESS IS REQUIRED OF THE OWNER OF THE PROPERTY PRIOR TO CONSTRUCTION WITHIN THE COUNTY RIGHT OF WAY.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

COUNTY ENGINEER

### SURFACE WATER STATEMENT

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS

WE HEREBY CERTIFY THAT THE TOPOGRAPHICAL AND PROFILE STUDIES REQUIRED BY THE ILLINOIS PLAT ACE ILLINOIS REVISOR STATUTES, CHAPTER 108.2 ET SEQ., AS NOW OR HERETOFORE AMENDED, HAVE BEEN FILED WITH THE VILLAGE OF BARTLETT, COOK, DUPAGE AND KANE COUNTIES, ILLINOIS AND TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THE DRAINAGE OR SURFACE WATERS WILL NOT BE CHANGED BY THE CONSTRUCTION OF SUCH SUBDIVISION OF ANY PART THEREOF, OR THAT IF SUCH SURFACE WATER DRAINAGE WILL BE CHANGED, REASONABLE PROVISION HAS BEEN MADE FOR COLLECTION AND OVERFLOW OF SUCH SURFACE WATERS INTO PUBLIC AREAS OR STREAMS WHICH THE SUBDIVIDER HAS A RIGHT TO USE, AND THAT SUCH SURFACE WATERS WILL BE PLANNED FOR IN ACCORDANCE WITH GENERALLY ACCEPTED ENGINEERING PRACTICES SO AS TO PREVENT THE UNLAWFUL DISCHARGE TO THE ADJOINING TERRITORIES BECAUSE OF THE CONSTRUCTION OF THE SUBDIVISION.

DATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

PROFESSIONAL ENGINEER

OWNER OR ATTORNEY

### VILLAGE ENGINEER CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF \_\_\_\_\_ ) SS

I, \_\_\_\_\_, VILLAGE ENGINEER OF THE VILLAGE OF BARTLETT, ILLINOIS, HEREBY CERTIFY THAT THE LAND IMPROVEMENTS ON THE SUBJECT PLATTED AREA AS DESCRIBED IN THE PLANS AND SPECIFICATIONS

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

LAST REVISED \_\_\_\_\_

PREPARED BY \_\_\_\_\_

MEET THE MINIMUM REQUIREMENTS OF THE VILLAGE OF BARTLETT.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

VILLAGE ENGINEER

### ACCESS EASEMENT PROVISIONS

NOTE 1. A NON-ECLUSIVE PERMANENT ACCESS EASEMENT IS HEREBY GRANTED AND RESERVED FOR THE BENEFIT AND USE OF LOT 1 HEREIN OVER, UPON AND UNDER THAT AREA SHOWN ON LOT 7 FOR RECIPROCAL & PEDESTRIAN ACCESS TO THE AREAS LABELED AS CROSS ACCESS EASEMENT.

NOTE 2. A NON-ECLUSIVE PERMANENT ACCESS EASEMENT IS HEREBY GRANTED AND RESERVED FOR THE BENEFIT AND USE OF LOT 1 HEREIN OVER, UPON AND UNDER THAT AREA SHOWN ON LOT 7 FOR RECIPROCAL & PEDESTRIAN ACCESS TO AND FROM LOT 1 AND THE ADJOINING RIGHT OF WAY FOR SCOUTS.

### COUNTY CLERK CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF DUPAGE ) SS

I, JUAN KACONAKA, COUNTY CLERK OF DUPAGE COUNTY, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT CHITRAL TAXES, NO UNPAID CURRENT GENERAL TAXES, NO UNPAID FORECLOSED TAXES, AND NO RECEIVABLE TAX SALES AGAINST ANY OF THE LAND INCLUDED IN THE SUBJECT PLAT.

I FURTHER CERTIFY THAT I HAVE RECEIVED ALL STATUTORY FEES IN CONNECTION WITH THE SUBJECT PLAT.

GIVEN UNDER MY HAND AND SEAL OF THE COUNTY AT ALEXANDER, ILLINOIS.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

JUAN KACONAKA  
DUPAGE COUNTY CLERK

### VILLAGE TREASURER'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF \_\_\_\_\_ ) SS

I, \_\_\_\_\_, TREASURER FOR THE VILLAGE OF BARTLETT, COOK, DUPAGE AND KANE COUNTIES, ILLINOIS, DO HEREBY CERTIFY THAT THERE ARE NO DELINQUENT OR UNPAID CURRENT OR FORFEITED SPECIAL ASSESSMENTS OR ANY DEFERRED INSTALLMENTS THEREOF THAT HAVE BEEN APPROPRIATED AGAINST THE TRACT OF LAND INCLUDED ON THE SUBJECT PLAT.

DATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

VILLAGE TREASURER

### DUPAGE COUNTY RECORDER'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF DUPAGE ) SS

THIS INSTRUMENT WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF DUPAGE COUNTY, ILLINOIS.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M. AND WAS RECORDED

ON MAP BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ 45

DOCUMENT NUMBER \_\_\_\_\_

DUPAGE COUNTY RECORDER

### SURVEYOR'S CERTIFICATION

THIS IS TO CERTIFY THAT I, CARL J. COOK, AN ILLINOIS PROFESSIONAL LAND SURVEYOR HAVE SURVEYED, SUBDIVIDED AND PLATTED FOR THE OWNERS THEREOF THAT PART OF SECTION 5 AND PART OF SECTION 4, TOWNSHIP 40 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

LOT 9A IN ASSESSMENT PLAT NO. 1 OF LOTS 9 & 10 IN BREWSTER CREEK BUSINESS PARK UNITS 1 & 2, BARTLETT, IL, BEING A PART OF SECTION 5, TOWNSHIP 40 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN AND PART OF SECTION 4, TOWNSHIP 40 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE ASSESSMENT PLAT THEREOF RECORDED MAY 18, 2006 AS DOCUMENT R2006-094413, IN DUPAGE COUNTY, ILLINOIS.

ALSO KNOWN AS THAT PART OF LOT 9 IN BREWSTER CREEK BUSINESS PARK UNIT 1, BEING A SUBDIVISION OF PART OF SECTION 5, TOWNSHIP 40 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT HEREOF RECORDED AUGUST 11, 2006 AS DOCUMENT NUMBER R2006-103800 ALONG WITH THAT PART OF LOT 10 IN BREWSTER CREEK BUSINESS PARK UNIT 2, BEING A SUBDIVISION OF PART OF SECTION 4, TOWNSHIP 40 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 10, 2006 AS DOCUMENT NUMBER R2006-094413, IN DUPAGE COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

COMMENCING AT THE MOST NORTHERLY OF THE TWO SOUTHEASTLY CORNERS OF SAID LOT 9, SAID CORNER BEING ON THE WEST RIGHT-OF-WAY LINE OF MONROE ROAD (MONROE ROAD BEING DEDICATED PER DOCUMENT NUMBER R2006-103800, SAID POINT ALSO BEING 80 FEET WEST 1/4 OF SAID SECTION 5, INCHES NORTH TO DEGREES 27 MINUTES 11 SECONDS WEST ALONG THE EAST LINE OF SAID LOT 9, A DISTANCE OF 548.48 FEET TO THE PLACE OF BEGINNING, THENCE CONTINUING NORTH ALONG SAID EAST LINE OF LOT 9, A DISTANCE OF 472.92 FEET TO A POINT OF CURVATURE, THENCE NORTHEASTERLY ALONG THE ARC OF A CURVE CONCAVE TO THE RIGHT, BEING THE EASTERN LINE OF SAID LOT 9 IN BREWSTER CREEK BUSINESS PARK UNIT 1 AND THE EASTERN LINE OF SAID LOT 10 IN BREWSTER CREEK BUSINESS PARK UNIT 2, HAVING A RADIUS OF 1580.00 FEET, A CHORD BEARING OF 64 DEGREES 08 MINUTES 10 SECONDS EAST 89.33 FEET TO A POINT ON A CURVE, THENCE 32 MINUTES 45 SECONDS WEST 189.23 FEET, THENCE SOUTH 89 DEGREES 22 MINUTES 45 SECONDS EAST 89.33 FEET TO A POINT ON A CURVE, THENCE EASTERLY ALONG THE ARC OF A CURVE CONCAVE SOUTHERLY HAVING A RADIUS OF 2033.00 FEET, A CHORD BEARING OF NORTH 64 DEGREES 27 MINUTES 03 SECONDS EAST 358.64 FEET TO A POINT OF TANGENCY, THENCE NORTH 89 DEGREES 32 MINUTES 45 SECONDS EAST 518.38 FEET TO THE PLACE OF BEGINNING, CONTAINING \_\_\_\_\_

I FURTHER CERTIFY THAT THE FOREGOING PROPERTY FALLS WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF BARTLETT, ILLINOIS, AND I FURTHER CERTIFY ACCORDING TO AN APPROXIMATE SCALED INTERPRETATION OF THE FINAL PROPERTY IS WITHIN ZONE 4 AREAS OF BARTLETT TO BE SURVEYED IN THE 0.25 ACRES CHANGE, 1:000 PLAN, COMMUNITY PANEL NUMBER 1704300208, MAP REVISED DATE AUGUST 01, 2014.

GIVEN UNDER MY HAND AND SEAL, THIS 21ST DAY OF MAY 2024.

CARL J. COOK  
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 025-003243  
OWNER AND MEMBER ASSOCIATES, INC.  
MY LICENSE EXPIRES NOVEMBER 30, 2026.



REVISED 01-09-2025  
REVISED 12-14-2024  
REVISED 12-07-2024  
REVISED 09-25-2024

Survey No	H 0 5 3
Ordered By	Danwan Legates Adams
Description	Final Plat of Subdivision
Date Prepared	May 21, 2024
Scale	1" = 60'
Prepared By	JMP

SHEET 3 OF 3



ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 025-003243







# Agenda Item Executive Summary

**AGENDA ITEM:** #2024-12 1350 Munger Road    **BOARD OR COMMITTEE:** Board

## BUDGET IMPACT

**Amount** \$N/A

**Budgeted** \$N/A

**Fund:** N/A

**Corresponding Activity Measures:** N/A

## EXECUTIVE SUMMARY

In conjunction with the petitioner's request to resubdivide 1350 Munger Road into two (2) lots, the petitioner is also requesting to amend the previously recorded landbank parking agreement. The current agreement that was recorded for the entire property as part of Ordinance 2006-13 required that the owner install the 131 landbanked parking stalls by June 2026.

The proposed landbank agreement amendment is for a new 20-year term with the ability to request an extension.

## ATTACHMENTS (PLEASE LIST)

PDS Memo, resolution with exhibits

## RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: N/A

Short Term (1-3 Years):    Routine     Complex

Long Term (3-5 Years):    Routine     Complex

## ACTION REQUESTED

- For Discussion Only
- Resolution - Move to approve Resolution 2025-\_\_\_\_ A Resolution Approving a Landbanking Agreement Amendment for the Property Located at 1350 Munger Road
- Ordinance
- Motion

Staff: Kristy Stone, PDS Director

Date: April 9, 2025

**PLANNING & DEVELOPMENT SERVICES MEMORANDUM**  
**25-14**

DATE: April 9, 2025  
TO: Paula Schumacher, Village Administrator  
FROM: Kristy Stone, PDS Director *KJ*  
RE: **(#24-12) 1350 Munger Road**

---

In conjunction with the petitioner's request to resubdivide 1350 Munger Road into two (2) lots, the petitioner is also requesting to amend the previously recorded landbank parking agreement. The current agreement that was recorded for the entire property as part of Ordinance 2006-13 required that the owner install the 131 landbanked parking stalls by June 2026.

The proposed landbank agreement amendment is for a new 20-year term with the ability to request an extension.

The resolution with exhibits is attached for your review.

RESOLUTION 2025 - \_\_\_\_\_

**A RESOLUTION APPROVING A LANDBANKING AGREEMENT AMENDMENT FOR  
THE PROPERTY LOCATED AT 1350 MUNGER ROAD**

---

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, pursuant to its home rule authority, as follows:

**SECTION ONE:** **APPROVAL.** The Landbanking Agreement Amendment between the Village of Bartlett and Dawson Logistics Assets, LLC, relating to the property located at 1350 Munger Road (the "Agreement"), a copy of which is appended hereto as Exhibit A and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** **AUTHORIZATION.** The Village President is hereby authorized and directed to sign the Agreement on behalf of the Village of Bartlett.

**SECTION THREE:** **SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FOUR:** **REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE:** **EFFECTIVE DATE.** This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

\_\_\_\_\_  
Kevin Wallace, Village President

ATTEST:

\_\_\_\_\_  
Lorna Giles, Village Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2025 - \_\_\_\_\_ enacted on April 15, 2025, and approved on April 15, 2025, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giles, Village Clerk

# EXHIBIT A

PREPARED BY & RETURN TO:

Village of Bartlett  
228 S. Main Street  
Bartlett, IL 60103

## LANDBANKING AGREEMENT AMENDMENT

**THIS LANDBANKING AGREEMENT AMENDMENT** (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the VILLAGE OF BARTLETT, DuPage, Cook and Kane Counties, Illinois, a home rule municipal corporation of the State of Illinois (hereinafter referred to as the “Village”), and Dawson Logistics Assets, LLC (hereinafter referred to as the “Owner”). The Village and Owner may be referred to individually as “Party” or jointly as “Parties” throughout this Amendment.

### WITNESSETH:

**WHEREAS**, the Owner owns the property located at 1350 Munger Road, Bartlett, Illinois 60103 (01-05-400-013) (the “Subject Property”), as more fully described in **Exhibit A** to this Agreement, which is currently improved with an approximately 400,000 square foot industrial facility sited on approximately 1,379,623 (31.672 Acres) lot; and

**WHEREAS**, the original Landbanking Agreement (the “Original Agreement”) was initially made and entered into on June 30, 2006 and will expire on June 30, 2026 at the end of the twenty (20) year period, unless renewed or extended by the Village Corporate Authorities; and

**WHEREAS**, since the Original Agreement was entered into in 2006, the circumstances of the Parties and Subject Property have changed significantly; and

**WHEREAS**, Owner intends to re-subdivide the Subject Property into two (2) new lots, one that is approximately 364,852 square feet (8.307 acres) in area (“*Lot 1*”), and another that is approximately 1,017,769 square feet (23.365 acres) in area (“*Lot 2*”). Owner plans to construct a new approximately 149,100 square foot industrial building on Lot 1; and

**WHEREAS**, per the requirements of the Original Agreement, the Subject Property currently includes 200 off-street parking spaces (including 9 handicap accessible) with 131 land-banked stalls, twenty of which are located to the North and 111 located to the East; and

**WHEREAS**, the current Bartlett Zoning Ordinance in effect as of the date of this Amendment would require 490 off-street parking spaces, unless a variation from the number of required off-street parking spaces is granted by the Village President and Board of Trustees; and

**WHEREAS**, the Owner has requested that the Village issue a variation from Section 10-11-1-6 of the Bartlett Zoning Ordinance for Lot 2 to reduce the off-street parking spaces required by the proposed Training Facility from 490 to 200, a reduction of 290 spaces, with 131 land-banked parking stalls, a reduction of 159 stalls (the "Variation"); and

**WHEREAS**, The Owner acknowledges that ability of the Village to either compel the Owner or its successors to construct additional parking should the Corporate Authorities of the Village determine in the future that additional parking is needed on the Subject Property; and

**WHEREAS**, on March 6, 2025, pursuant to proper notice, the Bartlett Planning & Zoning Commission reviewed the request for a Variation, along with the Owner's additional requests for zoning relief, and conducted a public hearing with respect to the requested Variation on Lot 2 (Case #2024-12J) and has recommended to the Corporate Authorities that Petition be granted, subject to the conditions and findings of fact set forth in its report; and

**WHEREAS**, the Village, in exercise of its home rule powers, and the Owner of the Subject Property are mutually desirous of extending the means by which the parking landbanking will be provide prior to the Agreement's expiration; and

**WHEREAS**, the Village Corporate Authorities are willing to allow the Owner to continue to landbank 131 parking stalls, subject to the terms and conditions hereinafter set forth:

**NOW THEREFORE**, in consideration of the foregoing and the mutual covenants and agreements herein, and in reliance on the Village's home rule powers, the Parties agree as follows:

1. Recitals. The forgoing recitals are hereby incorporated in this Paragraph 1 as if recitals were fully set forth herein.
2. Scope of Agreement. The one hundred thirty-one (131) spaces of landbanked parking for the Subject Property previously shown on the original VLG Site Plan shall be subject to the terms and conditions of this Agreement.
3. Installation of Landbanked Stalls. The Corporate Authorities shall determine, in its sole discretion, when any parking which has been landbanked hereunder, and associated landscaping, must be installed. Prior to making its determination, the Corporate Authorities shall give ten (10) days' prior written notice of its intent to the Owner. The Corporate Authorities shall take into consideration, but shall not be bound by, the recommendation of the Owner. Written notice of the Corporate Authorities' determination shall be sent to the Owner, and the Owner shall thereupon proceed to

install the parking and associated landscaping, in accordance with the applicable Village codes and ordinances, at the Owner's sole cost and expense.

4. Completion of Installation.

- a. If the notice from the Village to install the landbanked parking stalls and associated landscaping provided for under Section 3 is mailed to the Owner on or after January 15 but before August 15, then the Owner shall complete the construction and paving of the landbanked parking stalls and installation of associated landscaping within 180 days of the date on which the notice is issued.
- b. If the notice from the Village to install the landbanked parking stalls and associated landscaping provided for under Section 3 is mailed to the Owner on or after August 15 but before January 15 then the Owner shall complete the construction and paving of the parking lot and installation of associated landscaping within 210 days of the date on which the notice is issued.
- c. If construction of the landbanking stalls and associated landscaping has commenced, but not completed within the periods above despite Owner's commercially reasonable effort, Owner shall be entitled to an additional thirty (30) days in which to complete the work in progress, provided Owner has sent notice to the Village of such extension.
- d. Notwithstanding the foregoing, the installation periods under this Section 4 may be extended by the Corporate Authorities, in the event that the Owner has diligently pursued installation of the landbanked parking stalls and associated landscaping, but has been unavoidably delayed to due to adverse weather conditions, epidemics, war, insurrection, governmental action, or other Acts of God (collectively, "Force Majeure"). In no event will increased costs or other financial considerations be considered as a cause for delay.

5. Village Rights. Should the Owner fail to complete the installation of the landbanked parking and associated landscaping in accordance with the schedule of completion set forth in Section 4, the Village shall have the following rights and remedies, none of which shall be exclusive:

- a. The right to sue for breach of contract, whether in law or in equity, for damages, specific performance, or any other legal remedy deemed appropriate by the Village;
- b. The right to revoke the certificate of occupancy for the premises and to pursue subsequent enforcement actions if the premises continue to be occupied after such revocation;

- c. The absolute right, to enter upon the Subject Property and install the required parking spaces at the Owner's sole cost and expense. The Village shall give Owner 48-hour written notice prior to entering the premises. The cost of such installation shall be a lien on the Subject Property, and shall include all costs incurred by the Village in relation to its work, both actual and incidental, and to the enforcement of the lien. The Village will have the right to file suit or other proceedings to foreclose a lien against the Subject Property in the manner provided by law for mortgage foreclosure proceedings; and
  - d. The right to recover reasonable Attorney's fees and court costs in any enforcement action, including those related to the enforcement of a lien under Paragraph 5(c).
6. Agreement Runs with the Land. This Agreement shall run with the land and shall be binding on the Owner, its successors in interest and assigns. The Village shall cause a copy of this Agreement to be recorded in the Office of the Recorder of Deeds of DuPage County. The Owner shall apprise future owners of their rights and obligations hereunder.
7. Term. The term of this renewed Agreement shall have a term of twenty (20) years from the date of execution hereof. Throughout the Term either party may request an extension of the Term. Upon expiration of the Agreement, and at the end of said (20) year period, unless this Agreement has been renewed or extended by the Parties, the Owner shall install all of the landbanked parking spaces and associated landscaping required by this Agreement and the codes and ordinances of the Village. Notwithstanding the expiration of the Agreement pursuant to this Paragraph 7, the Village shall retain all enforcement rights under Paragraph 5 hereof until the installation of all the landbanked parking spaces and associated landscaping has been completed and approved by the Village.
8. Relationship of the Parties. The Parties shall act as and remain independent entities in the performance of this Agreement. Nothing in this Agreement shall be deemed or construed to create a joint venture, partnership, fiduciary, or agency relationship between the Parties for any purpose.
9. Third-Party Beneficiaries. This Agreement does not confer any rights or remedies on any person or entity other than the Parties.
10. Notice. Any notice required or permitted to be given under this Agreement must be in writing and provided either by (a) personal service; (b) overnight mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid; or (c) by reputable overnight courier to the following:

If to the Village:  
Village Administrator  
Village of Bartlett  
228 S. Main Street  
Bartlett, IL 60103

If to the Owner:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With a copy to:  
Kurt S. Asprooth  
Ancel Glink, P.C.  
140 S. Dearborn Street, Suite 600  
Chicago, IL 60603

With a copy to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If given by personal delivery, the notice shall be deemed to have been given when delivered to and received by the party to whom it is addressed. If sent via overnight mail, notice shall be deemed to have given on the next business day following receipt of mailing. If given by overnight courier, the notice shall be deemed to have been given on the next business day following deposit with the overnight courier.

11. Amendments and Modifications. No amendment or modification to this Agreement will be effective until reduced to writing and approved and executed by both Parties to this Agreement.
12. Entire Agreement. This Agreement incorporates the full and complete understanding of the Parties with respect to landbanked parking and the installation of parking areas and associated landscaping on the Subject Property to the exclusion of any terms or conditions not expressly set forth herein.
13. Governing Law. This Agreement shall be governed by the laws of the State of Illinois. The venue for any dispute arising out of this Agreement shall be the Circuit Court of DuPage County, Illinois.

**End of page, signatures are on the following page.**

**IN WITNESS WHEREOF**, the Owner and the Village have hereunto executed this Agreement and affixed their respective seals on the day and year first above written.

VILLAGE OF BARTLETT

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

**DAWSON LOGISTICS ASSESSTS, LLC**

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

# EXHIBIT A

## LEGAL DESCRIPTION

THAT PART OF LOT 9 IN BREWSTER CREEK BUSINESS PARK UNIT 1, BEING A SUBDIVISION IN PART OF THE SOUTH HALF OF SECTION 5, TOWNSHIP 40 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AUGUST 31, 2000, AS DOCUMENT NUMBER R2000-135800, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 9, BEING 60 FEET WEST OF THE CENTER LINE OF MUNGER ROAD HERETOFORE DEDICATED PER DOCUMENT R2000-135800; THENCE NORTH 00 DEGREES 27 MINUTES 11 SECONDS WEST ALONG THE EAST UNE OF SAID LOT 9, 956.48 FEET TO THE PLACE OF BEGINNING; THENCE THE FOLLOWING 2 COURSES AND DISTANCES ALONG THE EAST LINE OF SAID LOT 9:

1) THENCE NORTH 00 DEGREES 27 MINUTES 11 SECONDS WEST 417.92 FEET TO A POINT OF CURVATURE;

2) THENCE NORTHERLY ALONG THE ARC OF A CURVE, CONCAVE EAST, HAVING A RADIUS OF 1560.00 FEET, HAVING A CHORD BEARING NORTH 08 DEGREES 18 MINUTES 05 SECONDS EAST 476.72 FEET;

THENCE SOUTH 89 DEGREES 32 MINUTES 49 SECONDS WEST 1610.27 FEET, THENCE SOUTH 00 DEGREES 27 MINUTES 11 SECONDS EAST 919.33 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF A CURVE, CONCAVE SOUTH, HAVING A RADIUS OF 2033.10 FEET, HAVING A CHORD BEARING NORTH 84 DEGREES 27 MINUTES 03 SECONDS EAST 361.64 FEET TO A POINT OF TANGENCY; THENCE NORTH 89 DEGREES 32 MINUTES 49 SECONDS EAST 1178.26 FEET TO THE PLACE OF BEGINNING, CONTAINING 31.6718 ACRES MORE OR LESS, IN DUPAGE COUNTY, ILLINOIS.



# Agenda Item Executive Summary

**AGENDA ITEM:** 2025/26 Budget Adoption

**BOARD OR COMMITTEE:** Board

## BUDGET IMPACT

<b>Amount</b>	\$80,715,589	<b>Budgeted</b>	\$ N/A
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**Fund:** All Funds

**Corresponding Activity Measure:** N/A

## EXECUTIVE SUMMARY

The Village Board reviewed the fiscal year 2025/26 budget at the March 4<sup>th</sup> and March 18<sup>th</sup> finance committee meetings, with a budget discussion at the April 1<sup>st</sup> committee meeting. Adjustments were made that decreased the proposed budget, the budgeted expenditures total \$80,715,589. A public hearing was conducted on April 1<sup>st</sup>, 2025.

## ATTACHMENTS (PLEASE LIST)

Memo, Resolution

## RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Maintain checks and balances to ensure financial stewardship

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION:** I move to approve Resolution 2025-\_\_\_\_\_, a resolution approving adopting the Fiscal Year 2025/26 Budget in the amount of \$80,715,589.

Staff: Matt Coulter, Interim Finance Director Date: April 7, 2025

**Village of Bartlett**  
**Finance Department Memo**  
**2025 - 02**

**DATE:** April 7, 2025  
**TO:** Paula Schumacher, Village Administrator  
**FROM:** Matt Coulter, Interim Finance Director  
**SUBJECT:** 2025/26 Budget Approval

The Village Board reviewed the fiscal year 2025/26 budget at the March 4<sup>th</sup> and March 18<sup>th</sup> finance committee meetings, with a budget discussion at the April 1<sup>st</sup> committee meeting. The following adjustments were made to the proposed budget:

1. Increase the Administration Department Community Relations budget by \$2,000 for the increase in funding to the 4<sup>th</sup> of July Committee.
2. Reclass the budget of \$150,000 for the water/sewer study from the Professional Services budget in the General Fund to the Water and Sewer Funds.
3. Reduce the Professional Services budget by \$27,000 to reflect changing the additional social worker request from full-time to part-time.

Attached is the budget resolution to adopt the FY 2025/26 budget. A public hearing was conducted on April 1<sup>st</sup>, 2025. Budgeted expenditures total \$80,715,589.

**MOTION:** I move to approve Resolution 2025-\_\_\_\_\_, a resolution adopting the Fiscal Year 2025/26 Budget in the amount of \$80,715,589.

**RESOLUTION 2025- -R**

**A RESOLUTION ADOPTING THE VILLAGE OF BARTLETT BUDGET  
FOR FISCAL YEAR 2025/2026**

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage, and Kane Counties, Illinois:

**SECTION ONE:** That the Budget for the Village of Bartlett for the Fiscal Year beginning May 1, 2025 and ending April 30, 2026 is hereby adopted in the aggregate sum of \$80,715,589 after a Public Hearing was held on April 1, 2025, pursuant to a notice published in the Daily Herald on March 21, 2025.

**SECTION TWO:** That this Resolution shall take effect and full force immediately upon its passage and approval.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED:** April 15, 2025

**APPROVED:** April 15, 2025

\_\_\_\_\_  
Kevin Wallace, Village President

**ATTEST:**

\_\_\_\_\_  
Lorna Giles, Village Clerk

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2025- -R enacted on April 15, 2025, and approved on April 15, 2025, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giles, Village Clerk



# Agenda Item Executive Summary

**AGENDA ITEM:** Reservation of 2025 IRB Volume Cap

**BOARD OR COMMITTEE:** Board

## BUDGET IMPACT

<b>Amount</b>	\$ N/A	<b>Budgeted</b>	\$ N/A
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<b>Fund:</b> N/A	<b>Corresponding Activity Measure:</b> N/A
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## EXECUTIVE SUMMARY

Attached is an ordinance reserving the village's 2025 Industrial Revenue Bond (IRB) volume cap. The village has the ability to pledge its tax-exempt authority so a business may issue debt/bonds to finance projects on a tax-exempt basis. IRB's are structured so that the village has no liability for re-payment of the bonds. Volume cap must be allocated by April 30<sup>th</sup> or it reverts to the state and there is no possibility of the village transferring or for granting its allocation to a local project.

## ATTACHMENTS (PLEASE LIST)

Memo, Ordinance

## RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Maintain checks and balances to ensure financial stewardship

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION:** I move to approve Ordinance 2025-\_\_\_\_\_, an ordinance reserving 2025 Volume Cap for private activity bond issues and related matters

Staff: Matt Coulter, Interim Finance Director

Date: April 7, 2025

**Village of Bartlett**  
**Finance Department Memo**  
**2025 - 03**

**DATE:** April 7, 2025  
**TO:** Paula Schumacher, Village Administrator  
**FROM:** Matt Coulter, Interim Finance Director  
**SUBJECT:** Reservation of 2025 IRB Volume Cap

Attached is an ordinance reserving the village's 2025 Industrial Revenue Bond (IRB) volume cap. The village has the ability to pledge its tax-exempt authority so a business may issue debt/bonds to finance projects on a tax-exempt basis. IRB's are structured so that the village has no liability for re-payment of the bonds. Volume cap must be allocated by April 30<sup>th</sup> or it reverts to the state and there is no possibility of the village transferring or for granting its allocation to a local project.

The last time the village used its volume cap was in 2017 when the village transferred all of its volume cap to the Illinois Finance Authority (IFA) in support of Muirfield West LLC (Camcraft, Inc. and Matrix Design, LLC Project) and an Industrial Revenue Bond issuance to finance the construction and equipping of a new manufacturing facility in the Brewster Creek Business Park.

While there is no guarantee that the cap will be used, the attached ordinance will allow us to reserve our allocation for the remainder of the year.

**MOTION:** I move to approve Ordinance 2025-\_\_\_\_\_, an ordinance reserving 2025 Volume Cap for private activity bond issues and related matters.

## ORDINANCE 2025-

### AN ORDINANCE RESERVING 2025 VOLUME CAP FOR PRIVATE ACTIVITY BOND ISSUES AND RELATED MATTERS

**WHEREAS**, the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois (the "*Municipality*"), is a municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

**WHEREAS**, according to an official Bureau of the Census population estimate set forth in the State of Illinois Allocation of Bonding Authority in Accordance with the Tax Reform Act of 1986 and the Guidelines and Procedures for the Allocation of Private Activity Bonding Authority in Accordance with the Tax Reform Act of 1986 and 30 ILCS 345 of the Office of the Governor, effective January 1, 2025 (the "*Guidelines and Procedures*"), the most recent census estimate of resident population of the Municipality is 39,992, providing the Municipality with a volume cap of \$5,198,960 for the year 2025; and

**WHEREAS**, Section 146 of the Internal Revenue Code of 1986, as amended (the "*Code*"), provides that such volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

**WHEREAS**, the Illinois Private Activity Bond Allocation Act, 30 *Illinois Compiled Statutes 2004, 345/1 et seq.*, (the "*Act*"), as supplemented and amended, and the Guidelines and Procedures, provide that a home rule unit of government may reserve its allocation of volume cap or may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

**WHEREAS**, it is now deemed necessary and desirable by the Municipality to reserve its entire volume cap allocation for calendar year 2025 to be applied toward the issuance of private activity bonds, or to transfer such volume cap allocation, as permitted by this Ordinance;

**NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED**, the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, in the exercise of its home rule powers, as follows:

**SECTION 1:** That, pursuant to the power and authority granted by and under Section 6 of Article VII of the 1970 Constitution of the State of Illinois, Section 146 of the Code, the Act and the Guidelines and Procedures, the Municipality hereby reserves volume cap in the principal amount of \$5,198,960, which is all of the volume cap of the Municipality for the year 2025. Such volume cap shall be applied toward the issuance of private activity bonds or shall be transferred as directed by the President or any other proper officer or employee of the Municipality without any further action required on the part of the Municipality, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of such bonds; provided, that any transfer

of volume cap shall be evidenced by a written instrument executed by the President or any other proper officer or employee of the Municipality.

**SECTION 2.** That the President, the Village Clerk and all other proper officers, officials, agents and employees of the Municipality are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this Ordinance.

**SECTION 3.** That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases and provisions of this Ordinance.

**SECTION 4.** That all ordinances, resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded; and that this Ordinance shall be in full force and effect upon its adoption and approval.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED:** April 15, 2025

**APPROVED:** April 15, 2025

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Kevin Wallace, Village President  
Village of Bartlett, Cook, DuPage and Kane  
Counties, Illinois

Recorded in the Municipality Records on April 15, 2025  
Published in pamphlet form on April 15, 2025

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Lorna Giless, Village Clerk  
Village of Bartlett, Cook, DuPage and Kane Counties, Illinois

## CERTIFICATION

I, Lorna Giles, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2025- , enacted on April 15, 2025 and approved on April 15, 2025 as the same appears from the official records of the Village of Bartlett.

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Lorna Giles, Village Clerk



# Agenda Item Executive Summary

**AGENDA ITEM:** Janitorial Services Contract **BOARD OR COMMITTEE:** Board

## BUDGET IMPACT

<b>Amount</b>	\$85,912.56	<b>Budgeted</b>	\$90,000
<b>Fund: Departmental Janitorial Funds</b>	<b>Corresponding Activity Measure: N/A</b>		

## EXECUTIVE SUMMARY

The Village initially awarded a janitorial services contract to Alpha Building Maintenance Services Inc. in April 2023, following a competitive RFP process. However, due to poor service and communication issues, the contract was terminated in December 2024. Multisystem Management Company, the second-lowest bidder, was subsequently approved to fulfill the remaining contract term. Over the past 3.5 months, their performance has been satisfactory, with excellent responsiveness to concerns. Staff recommends renewing the contract for one year at a 2% increase, bringing the total cost to \$85,912.56.

## ATTACHMENTS (PLEASE LIST)

- Staff Memo
- Resolution
- Agreement (Exhibit G)
- Certificate of Insurance
- Exhibits A,C,D,E,F

## RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: N/A

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION:** I Move to Approve Resolution 2025-\_\_\_\_\_ A Resolution Approving of the Janitorial Services Agreement Between the Village of Bartlett and Multisystem Management Company

Staff: Samuel Hughes  
Assistant to the Village Administrator

Date: 04/07/2025

# Memorandum

**To:** Paula Schumacher, Village Administrator  
**From:** Samuel Hughes, Assistant to the Village Administrator  
**Date:** 4/7/2025  
**Re:** Janitorial Services Contract

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## Background

In February 2023, the village went out to RFP for a new janitorial company. Alpha was the lowest bid received out of 8 total proposals at \$62,772 per year. The Village approved a contract for janitorial services with Alpha Building Maintenance Services Inc. in April 2023. The agreement was set to extend from May 1, 2023 until April 30, 2025 and included cleaning services for the village hall, police department, golf course, public works administration building and the Metra station. Due to poor cleaning services and a lack of communication, the village terminated the contract with Alpha on December 17, 2024.

## Request

The second lowest option from the 2023 RFP was Multisystem Management Company which bid \$84,228 per year. The Village Board approved a contract with Multisystem on December 3, 2024 to take over the rest of the contract term ending on April 30, 2025. Over the past 3.5 months, staff feels the janitorial services have been satisfactory and responsiveness on fixing concerns has been excellent. This one-year renewal would be a 2% increase from the current contract which is an increase of \$1,684.56 for a total of \$85,912.56 for the year.

## Motion

I Move to Approve Resolution 2025-\_\_\_\_\_ A Resolution Approving of the Janitorial Services Agreement Between the Village of Bartlett and Multisystem Management Company

**RESOLUTION 2025- \_\_\_\_-R**

**A RESOLUTION APPROVING OF THE JANITORIAL SERVICES AGREEMENT  
BETWEEN THE VILLAGE OF BARTLETT AND MULTISYSTEM MANAGEMENT  
COMPANY**

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** The Janitorial Services Agreement dated as of May 1, 2025 and ending on April 30, 2026, between the Village of Bartlett and Multisystem Management Company (the Agreement), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** That the Village President and the Village Clerk are hereby authorized and directed to sign and attest, respectively, the Agreement on behalf of the Village of Bartlett.

**SECTION THREE: SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon passage and approval.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED:**

**APPROVED:**

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Kevin Wallace, Village President

**ATTEST:**

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Lorna Giles, Village Clerk

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2025 - \_\_\_\_\_ enacted on April 15, 2025, and approved on April 15, 2025, as the same appears from the official records of the Village of Bartlett.

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Lorna Giles, Village Clerk

**Exhibit G**  
**JANITORIAL SERVICES AGREEMENT**

This Janitorial Services Agreement (the "Agreement") is entered this \_\_\_\_ day of \_\_\_\_\_, 2025, between the Village of Bartlett, an Illinois home rule municipality (the "Village") and Multisystem Management Company (the "Contractor") (collectively, the "Parties").

**IN CONSIDERATION** of the covenants and conditions herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties hereby agree as follows:

1. Cleaning Services. Contractor shall perform janitorial services and provide all cleaning supplies, equipment and materials required therefore (collectively, "Cleaning Supplies") at the Village Hall and Police Department located at 228 S. Main Street, Bartlett, Illinois, 60103, the Public Works Administration Building located at 1150 Bittersweet Dr., Bartlett, Illinois 60103, the Bartlett Hills Golf Course Clubhouse and Midway located at 800 W. Oneida, Bartlett, Illinois, 60103, and the Bartlett Train Station located at 120 E. Railroad Avenue, Bartlett, Illinois, 60103 (collectively, the "Property Sites"), in strict compliance with the Village of Bartlett-Janitorial Services Request for Proposal dated February 8, 2023, including Proposal Exhibits A, C, D, E, F and G attached thereto (the "RFP"), and are attached hereto together with the Contractor's Proposal, each of which are expressly incorporated herein (the "Contract Documents"), which the Contractor shall perform in strict compliance with the terms and conditions herein (the "Cleaning Services"). Cleaning Services shall be performed on the days and at the times specified in the RFP in strict compliance with the Schedule of Cleaning set forth in the RFP.

2. Terms. The Term of this Agreement shall commence on May 1, 2025, and expire on April 30, 2026, unless sooner terminated as provided herein. Upon mutual written agreement between the Village and the Contractor, the term of this Agreement can be extended one (1) additional year.

3. Contract Sum. The Contract Sum for the Cleaning Services is \$85,912.56, \$7,159.38 monthly, and includes all costs of Contractor performing the Cleaning Services in strict compliance with the terms and conditions herein, including but not limited to providing all Cleaning Supplies. Payments shall be made in accordance with paragraph 4 and 20B below.

4. Payment Procedures. The Village shall pay Contractor the monthly Contract Sum following the Village's determination that all Cleaning Services have been performed in strict compliance with the requirements herein, by the third Tuesday following the month in which the Cleaning Services have been completed. The Village reserves the right to discount the monthly invoice for work not performed or performed in an unsatisfactory manner. The discount is not to be considered a penalty but rather will be in direct proportion of the time and materials necessary for the Village staff to

perform those services as described in the contract at a satisfactory level. A discount will be demanded after written notice is given to the Contractor using electronic mail (email) outlining a specific complaint(s) and/or how the terms of the contract are not being fulfilled. On the first occurrence of a specific complaint or default, the Contractor will have five (5) working days to evaluate the performance or source of the complaint and implement corrective measures and cure the default. If, after the five-day period, an improvement to the service or contract default is not evident by the Village, then the discount will be levied to the monthly invoice. On the second occurrence of the same or similar incident, complaint or default, only three (3) days will be given to the Contractor to implement corrective measures and to cure the default before the discount is applied. The third and subsequent occurrence of the same incident or breach will result in an automatic discount to the monthly invoice and will be considered a breach of contract. The Village may also deduct from any payment required hereunder, the cost of any Repair Work not completed in a timely manner by Contractor, in accordance with paragraph 14 herein. In the event Cleaning Services are performed for a portion of a month, the Cleaning Services Fees shall be prorated based on the number of days said Cleaning Services were performed and based on the itemized billing schedule set forth on Exhibit B, subject to any deductions set forth in this paragraph 4.

5. Non-Discrimination.

A. Contractor shall not discriminate against any worker, employee or applicant for employment because of religion, race, sex, color, national origin, marital status, ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice. Contractor further agrees that this article will be incorporated by the Contractor in all contracts entered into with suppliers of materials or services, and all labor organizations and/or subcontractors furnishing skilled, unskilled and/or craft skilled labor and/or who may otherwise perform any such labor or services in connection with this Contract.

B. The Contractor shall comply with all applicable federal, state and local sexual harassment laws.

6. Compliance with Law. All goods and equipment, and all labor furnished by Contractor and subcontractors shall comply with all applicable federal, state, county, municipal, or other governmental unit or regulatory body laws now in effect or which may be in effect during the term of this Agreement and any extension thereof, including, but not limited to, laws, regulations, rules and ordinances promulgated by any safety related regulations as required by the Federal Occupational Safety and Health Act (OSHA), workers compensation laws, the Social Security Act, the Illinois Department of Human Rights, the Human Rights Commission, and the EEOC statutory provisions, rules and regulations (collectively, the "Laws"). To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Village, its officials, officers, employees, and agents from loss or damage, including, but not limited to, attorney's fees, and other costs of defense by reason of actual or alleged violations of

any Laws. This obligation shall survive the expiration and/or termination of this Agreement.

7. Indemnity. To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Village, and its officials, officers, employees, and agents, against all injuries, deaths, damage to property, loss, damages, claims, patent claims, suits, liens, lien rights, liabilities, judgments, costs and expenses, which may in any way arise directly or indirectly from (i) the Cleaning Services and/or any Repair Work provided hereunder; (ii) any acts and/or omissions of or on behalf of the Contractor, its employees, contractors, sub-contractors of any tier, suppliers, and/or agents; and/or (iii) any breach or default under this Agreement by Contractor; except to the extent caused by the negligence of a party indemnified hereunder; in which case Contractor shall at its own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the Village in any such action, Contractor agrees that any bond or insurance protection required herein, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village as herein provided. This obligation shall survive the expiration and/or termination of this Agreement.

8. Binding Obligation and Non-Assignability. Contractor shall not assign and/or delegate the whole or any part of this Agreement without the written consent of the Village. The names of any proposed subcontractors must be submitted to the Village for preapproval at least ten (10) days prior to proposed use of any such subcontractor(s) and must be prior approved by the Village to utilize any proposed subcontractor. All subcontractors shall be approved by the Village. Any such unapproved subcontractor assignment and/or delegation shall be null and void.

9. Taxes and Withholding.

A. The Contractor shall be responsible for and pay any and all applicable taxes, including sales and use taxes. The cost of any such taxes is included in the Contract Sum set forth in paragraph 3 above.

B. Contractor acknowledges and agrees that it is solely responsible to pay all applicable federal, state, and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance, and worker's compensation insurance on behalf of Contractor.

10. Investigations by Contractor. Contractor has made such investigations as it deems necessary to perform the Cleaning Services required hereunder, including, but not limited to, Project Sites inspection, and represents and warrants that Contractor can perform the Cleaning Services in strict compliance with the terms and conditions herein. No plea of ignorance of conditions that exist or of conditions or difficulties that may be encountered in the execution of the Cleaning Services under this Agreement as a result of failure to make the necessary investigations will be accepted as an excuse for any

failure or omission on the part of Contractor to fulfill in every detail all of the requirements of this Agreement, or will be accepted as a basis for any claims whatsoever, for extra compensation.

11. Insurance Requirements. Contractor shall procure and maintain for the duration of the Agreement, and any extensions or renewals thereof, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Cleaning Services and/or the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

**A. MINIMUM SCOPE AND LIMIT OF INSURANCE.** Coverage shall be at least as broad as:

- i. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- ii. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- iii. **Workers' Compensation:** as required by the State of Illinois with Statutory Limits, and Employer's Liability Insurance with limits of no less than **\$1,000,000** per accident for bodily injury or disease.

B. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Village requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Village.

C. **Other Insurance Provisions:** The insurance policies are to contain, or be endorsed to contain, the following provisions:

- i. **Additional Insured Status.** The Village, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO

Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

- ii. **Primary Coverage.** For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the Village, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Village, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- iii. **Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to the Village.
- iv. **Waiver of Subrogation.** Contractor hereby grants to Village a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Village by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Village has received a waiver of subrogation endorsement from the insurer.
- v. **Self-Insured Retentions.** Self-Insured retentions must be declared to and approved by the Village. The Village may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Village.
- vi. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Village.
- vii. **Claims Made Policies.** All insurance shall be on an occurrence basis unless pre-approved in writing by the Village Administrator, and such claims-made policy or policies meet the following minimum additional coverage requirements:
  - a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
  - b. Insurance must be maintained and evidence of insurance must be provided **for at least three (3) years after completion of the contract work.**
  - c. If coverage is canceled or non-renewed, and not replaced **with another claims-made policy form with a Retroactive Date prior to** the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of **three (3) years** after completion of work.

D. **Verification of Coverage.** Contractor shall furnish the Village with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Village before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Village reserves the right to require complete, certified copies of any required insurance policies, including endorsements required by these specifications, at any time.

F. **Subcontractors.** Provided the Village pre-approves a proposed subcontractor submitted by the Contractor, no subcontractor shall perform any Cleaning Services unless and until each subcontractor employed by Contractor has procured and shall maintain insurance of the type specified above. When requested by the Village, Contractor shall furnish copies of certificates of insurance evidence coverages for each subcontractor. Failure of any such subcontractor to maintain such insurance shall be considered a material breach of this Agreement by Contractor.

12. **Default.** In the event of default hereunder by Contractor, the Village shall be entitled to all remedies available at law and/or equity, including recovery of damages for any additional cost to hire a replacement cleaning contractor to perform the Cleaning Services and recovery of the Village's reasonable attorney's fees.

13. **Notice.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed served (a) when delivered by Federal Express or similar overnight courier service to that party's address set forth below during the hours of 9:00 a.m. and 5:00 p.m. local time Monday through Friday, excluding federal holidays; or (b) when mailed to any other person designated by that party in writing herein to receive such notice, via certified mail, return receipt requested, postage prepaid. Notice shall be given to the following:

If to the Contractor:

Multisystem Management Company  
6019 N. Milwaukee Ave.  
Chicago, IL 60646

If to the Village:

Village of Bartlett  
228 South Main Street  
Bartlett, Illinois, 60103  
Attention: Kevin Wallace, Village President

With a copy to:

Ancel Glink  
140 S. Dearborn St. 6<sup>th</sup> Fl.  
Chicago, IL 60603  
Attention: Kurt Asprooth

Either party hereto may change the place of notice to it by sending written notice to the other party.

14. Repair Work. Contractor shall repair any damage to the Project Site(s) and/or any other Village real and/or personal property attributable to acts and/or omissions of Contractor, its employees, subcontractors of any tier, agents, and/or anyone acting on behalf of any of them, or otherwise attributable to the Cleaning Services, except to the extent such damage is caused by the negligence of the Village or its employees (the "Repair Work"). The Repair Work shall be completed within ten (10) days of the date of said damage (the "Repair Completion Date"). The Village will hold back funds for the Repair Work and/or any costs of replacing any damaged property in accordance with Section 4 herein. However, such holdbacks shall not relieve Contractor of its obligation to complete the Repair Work required hereunder; nor shall such holdbacks be considered a limit on Contractor's liability hereunder.

15. Assumption of Risk. To the fullest extent permitted by law, Contractor assumes liability for all injury to or death of any person or persons including employees of contractor, any subcontractor of any tier, any supplier and/or any other person, and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this Agreement.

16. Incorporation of Documents. The (a) Contractor's Proposal Form, (b) the RFP, and (c) all Exhibits referred to therein and/or herein are hereby expressly incorporated herein and made a part hereof.

17. Conflicting Terms. In the event of any conflict between the terms and conditions of this Agreement and the terms and conditions of the Proposal, RFP and/or other exhibits hereto, the terms and conditions of this Agreement shall control to the extent of such conflict or inconsistency.

18. Hazardous Substances. Contractor shall not cause or permit any Hazardous Substances to be brought upon, kept, stored or used in or about the Project Sites and/or any other Village property (collectively, the "Village Property") by Contractor, its employees, contractors, subcontractors, agents, suppliers and anyone for whose acts and/or omissions for whom Contractor may be liable (collectively "Contractor's Agents"). If the presence of Hazardous Substances brought upon, kept, stored or used in or about any Village Property by or on behalf of Contractor or

Contractor's Agents in violation of this paragraph, results in contamination of said Village Property, Contractor shall pay for all actual costs of clean up and shall indemnify, hold harmless and at the Village's option, defend the Village, and its employees, affiliates, agents, volunteers, officers, and officials from and against any and all claims, demands, expenses (including reasonable attorneys' fees), costs, fines, penalties and other liabilities of any and every kind and nature, including, but not limited to, costs and expenses incurred in connection with any clean-up, remediation, removal or restoration work required by any federal, state or local governmental authority because of the presence of any such Hazardous Substances on or about the Village Property.

For purposes hereof, Hazardous Substances shall include, but not be limited to, substances defined as "hazardous substances," "toxic substances" in the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended; the federal Hazardous Materials Transportation Act, as amended; and the federal Resource Conservation and Recovery Act, as amended ("RCRA"); those substances defined as "hazardous substances," "materials," or "wastes" under any Federal law or the law of the State of Illinois; and as such substances are defined in any regulations adopted and publications promulgated pursuant to said laws (collectively, "Environmental Laws"). If Contractor's activities or the activities of any of Contractor's Agents violate or create a risk of violation of any Environmental Laws, Contractor shall cause such activities to cease immediately upon notice from the Village. Contractor shall immediately notify the Village both by telephone and in writing of any spill or unauthorized discharge of Hazardous Substances or of any condition constituting an "imminent hazard" under any Environmental Laws.

Contractor's indemnification obligations and duties hereunder shall survive the termination and/or expiration of this Agreement.

19. Criminal Background Checks. Contractor shall be responsible for causing each employee, contractor, sub-contractor and/or other person that will be performing Cleaning Services hereunder to sign an Investigation Authorization and Release form, attached hereto as Exhibit C, and incorporated herein and shall furnish said Authorization and Release forms to the Village Police Department at least ten (10) days prior to that individual performing any Cleaning Services in or on any of the Project Sites.

The Parties agree that in the event any criminal background check discloses a conviction or adjudication as a delinquent minor for committing any felony and/or a misdemeanor involving mortal turpitude, including, but not limited to, a conviction or adjudication as a delinquent minor for any of the Disqualifying Criminal Offenses listed on Exhibit D which is incorporated herein, then such employee, contractor, sub-contractor and/or other person shall be prohibited from performing any Cleaning Services and/or other work hereunder.

20. Termination of Agreement.

- A. Notwithstanding any provision herein to the contrary, the Village may terminate this Agreement with or without cause by providing, not less than five (5) days prior written notice of termination to Contractor.
- B. The Village may amend the Agreement at any time to remove [and/or add on to] one or more of the Project Sites from the Cleaning Services provided hereunder, by providing not less than 48 hours written notice thereof to Contract, in which case the Contract Sum shall be reduced (or increased) accordingly based on the Cleaning Services Fees allocated for the Project Site or Sites, and shall be pro-rated based on the effective date of said notice.

21. Permits and Licenses. Contractor shall obtain, at its own expense, a Village of Bartlett Contractor's License. In addition, Contractor is specifically denied the right of using, in any form or medium, the name of the Village of Bartlett for public advertising unless express permission is granted by the Village.

22. Relationship of the Parties. It is understood, acknowledged and agreed by the parties that the relationship of the Contractor to the Village arising out of this Agreement shall be that of an independent contractor. Neither Contractor, nor any employee, subcontractor or agent of Contractor, is an employee or agent of the Village, and therefore is not entitled to any benefits provided to employees of the Village. Contractor has no authority to employ/retain any person as an employee or agent for or on behalf of the Village for any purpose. Neither Contractor nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of the Contractor may represent himself to others as an employee of the Village. Contractor acknowledges and agrees that it and its employees and subcontractors, if any, are not entitled to any benefits or protections afforded employees of the Village or bound by any obligations of employees of the Village. Contractor understands and fully agrees that its employees and subcontractors, if any, are not covered under the provisions of the unemployment compensation insurance of the Village or the workers' compensation insurance of the Village, and that any injury or property damage on the Village premises or in performing the Cleaning Services will be the sole responsibility of the Contractor and not the responsibility of the Village. Also, it is understood that Contractor and its employees and subcontractors, if any, are not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance, or other insurance of the Village, and therefore, Contractor will be solely responsible for its employees and its subcontractors, if any, own acts and omissions. Should any person indicate to the Contractor or any employee, subcontractor or agent of Contractor by written or oral communication, course of dealing or otherwise, that such person believes Contractor to be an employee or agent of the Village, Contractor shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Contractor shall do so in Contractor's own business.

23. No Third Parties and/or Waiver of Statutory Immunities. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or Village who is not a part to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Village, and/or its respective officials, officers, employees, volunteers and/or agents.

24. Miscellaneous.

a. This Agreement supercedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the heirs, successors, executors, administrators and assigns of the parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both parties, other than as provided in paragraph 20B above.

b. This Agreement may be executed in any number of counterparts, and by the Village and Contractor on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

c. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

d. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of DuPage County, Illinois.

e. In construing this Agreement, section headings shall be disregarded.

f. Time is of the essence of this Agreement and every provision contained herein.

g. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

VILLAGE OF BARTLETT

By: \_\_\_\_\_  
Kevin Wallace, Village President

Attest: \_\_\_\_\_  
Lorna Giles, Village Clerk

CONTRACTOR:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Biz Broker Inc	
Biz Broker Inc		PHONE (A/C, No, Ext): (773) 777-1040	FAX (A/C, No): (773) 777-4443
5051 N Harlem Ave Unit 1		E-MAIL ADDRESS: cert@biz1040.com	
Chicago IL 60656		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Acuity Heritage Insurance	NAIC # 14184
INSURED		INSURER B:	
MULTISYSTEM MANAGEMENT COMPANY		INSURER C:	
6019 N MILWAUKEE AVE		INSURER D:	
CHICAGO IL 60646		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: MASTER 25 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			ZX6939-1	11/07/2024	11/07/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ZX6939-1	11/11/2024	11/07/2025	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ZX6939-1	11/07/2024	11/07/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$ 1,000,000
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

## CERTIFICATE HOLDER

## CANCELLATION

VILLAGE OF BARTLETT 228 S MAIN ST  BARTLETT IL 60103	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## VILLAGE OF BARTLETT

### JANITORIAL SERVICES - REQUEST FOR PROPOSAL

Dated February 8, 2023

#### Exhibit A

#### **I. Project Overview**

The Village of Bartlett (Village), a community of 41,105, is seeking a company to provide “green” janitorial services for the Village Hall, Police Department, Public Works Administrative Building, Bartlett Train Station, and the Bartlett Hills Golf Course Clubhouse & Midway. The term of the awarded contract is for two (2) years and can be extended one (1) additional year by mutual agreement.

The Village Hall and Police Department are located at 228 S. Main Street, Bartlett, Illinois. The approximate square footage of the areas within the Village Hall to receive service is 29,000 square feet. The police building is roughly 48,982 square feet around with only 38,446 square feet needing janitorial services. Approximately 110 employees work out of both buildings. Some of these employees and patrol officers leave the building and then return several times per day. Village residents and others who have business to conduct with the Village also frequent the buildings. The Village Board meetings and numerous commission meetings are held every month. On average there are five evening meetings within the Village Hall Council Chambers per month.

The Public Works Administration Building is located at 1150 Bittersweet Dr., Bartlett, Illinois. The approximate square footage of the building is 4,800 and there are 8 full time employees that occupy the space. The building consists of 4 private offices, 5 cubicle work spaces, a small reception area, 1 large conference room, 1 small conference room, a breakroom/kitchen, 2 restrooms and 2 additional spaces that contain office storage and office equipment. There is a minimal amount of foot traffic on a regular basis, however, when we do host meetings there are often contractors and maintenance workers in work boots, so the floors can get quite dirty and will require regular cleaning. Employees keep their workspaces clean so the floors, restrooms and kitchen areas are the areas that require the most attention. The building is occupied Monday – Friday from 7:00 a.m. to 4:30 p.m.

The Bartlett Hills Golf Course Facilities are located at 800 W. Oneida Ave. They include a clubhouse and a midway. The clubhouse includes proshop, offices, dining rooms, men and women’s locker rooms and several restrooms. The restaurant is open 7 days per week March – December. The Midway is a small building approximately 200 yards from

the clubhouse. The Midway is open 7 days a week March – November and includes a grill and two bathrooms. The areas that will receive service are approximately 10,000 square feet. The kitchen at the clubhouse and all food dispensing and preparation equipment at the midway will not be the responsibility of the contractor.

The Bartlett Train Station is located at 120 E. Railroad Ave. (approximately 1 block from the Village Hall and Police Department) and is approximately 3,100 square feet. An average of several hundred Metra riders utilize the station daily. The Village of Bartlett is responsible for maintaining the inside lobby and restrooms. The lobby includes a coffee shop and a Metra ticket agent office, neither of which are the responsibility of the Village to maintain.

The general areas to be serviced in the Village Hall and Police Department include the following:

Lobbies & Entrances	(25) Restrooms	Village Council Chambers
General Offices	Conference Rooms	Police Dept Records Rooms
Private Offices	Training Rooms	Stairwells
Hallways	(2) Locker Rooms	
Kitchen / Areas	Booking Rooms	
Break Rooms / Lounge Areas	Interrogation Rooms	

The Police Department will receive service seven (7) days per week. The Village Hall will receive service five (5) days per week (Monday, Tuesday, Wednesday, Thursday, and Friday).

The general areas to be serviced in the Public Works Administration Building include the following:

Lobbies & Entrances	2 Restrooms
General Offices	Conference Rooms
Hallways	
Kitchen / Areas	
Break Rooms / Lounge Areas	

The Public Works Administration Building will receive service five (5) days per week (Monday, Tuesday, Wednesday, Thursday, and Friday).

The general areas to be serviced in the Bartlett Hills Clubhouse, Golf Shop and Midway include the following:

Foyer	(8) Restrooms	(2)Locker Rooms
Pro Shop	Dining Rooms	Offices
Break Room	Lounge	Wait Station

(2)Bars

The Clubhouse will receive service seven days per week March – December and three days per week January and February (Thursday, Saturday, Sunday). The scheduled days of service at the Clubhouse may change depending on the schedule of events taking place at the banquet facility in January and February. The Village will notify the contractor in advance should the scheduled days of service need to be changed.

The Midway will receive service seven days per week March 15 – November 15. No service will be needed at the Midway during the winter months when the building is closed.

The general areas to be serviced in the Bartlett Train Station include the following:

Lobby & Entrances

(2) Restrooms

The Bartlett Train Station will receive service five (5) days per week (Monday, Tuesday, Wednesday, Thursday and Friday).

## **II. Scope of Service**

1. *A minimum of two cleaners need to be onsite during each scheduled cleaning at each facility.*
2. Janitorial services at the Police Department shall be performed between 7:00 p.m. and 5:00 a.m. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday. The Village Hall is to be cleaned between the hours of 10:00 p.m. and 7:00 a.m. Monday, Tuesday, Wednesday, Thursday, and Friday. The Bartlett Hills Clubhouse, Golf Shop and Midway are to be cleaned between the hours of 10:00 p.m. and 5:00 a.m. Monday, Tuesday, Wednesday, Thursday, Sunday and between 1:00 a.m. & 5:00 a.m. on Friday and Saturday. The Bartlett Train Station is to be cleaned Monday, Tuesday, Wednesday, Thursday and Friday between the hours of 10:00 p.m. and 5:00 a.m. Janitorial staff should make a reasonable effort not to disturb employees working after hours or Police Department personnel. The Contractor must not interfere with the following scheduled monthly meetings which will occur after normal business hours in the Council Chambers, and may be in session:
  - A. Village Board Meetings – 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 7:00 p.m.
  - B. Economic Development Commission – 2<sup>nd</sup> Monday at 7:00 p.m.
  - C. Planning and Zoning Commission – 1<sup>st</sup> Thursday at 7:00 p.m.
  - D. Special Meetings as scheduled
3. With the exception of the following holidays, work should be performed five (5) nights per week, Monday through Friday in the Village Hall and seven (7) nights per week in the Police Facility. The following holidays are excluded: New Years Eve, New Years Day, Memorial Day, Independence Day, Labor Day,

Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. In the event that the Village offices will be closed on days proceeding the above holidays, the contractor will be notified. The Bartlett Hills Golf Facility will require regular service on Memorial Day, Independence Day, Labor Day, and the day after Thanksgiving.

4. **The janitorial service shall provide a working supervisor capable of fluently speaking, reading, and writing English to be on the premises every day while cleaning services are in progress. The janitorial staff must be professionally supervised at all times.**
5. For security purposes, the contractor shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to the Village's properties. All janitorial staff assigned to the Village of Bartlett's premises must be bonded and insured. All janitorial staff shall wear an identification card that clearly displays both the company and worker's name.
6. The contractor warrants, covenants and otherwise agrees that the personnel it sends to the Village shall be responsible individuals free of criminal convictions. In this regard, the contractor agrees to obtain waivers from its employees to perform a background check for criminal history with the State of Illinois. This background check may include fingerprints in addition to all other relevant information (i.e., date of birth, address, social security number, etc.). The result of these background checks shall be sent to the Village Administrator prior to any personnel being assigned to the Village. The contractor shall obtain waivers or consent forms from its employees and shall otherwise comply with all federal, state and local laws with regards to the background checks.
7. The contractor may not substitute any employee on Village property without prior notification to the Village. In the event that a substitute employee is to be utilized, they must first report to the Police Department and consent to and submit to a criminal background check.
8. The contractor's personnel shall not disturb papers on desks, or open drawers, cabinets, files, or bookcases. The Village's telephones shall not be used by the contractor's personnel for personal use. Under no circumstances shall the contractor's personnel be allowed to bring visitors, children or other relatives into the Village's buildings.
9. Janitorial staff must sign in at the Police Department's public access counter before beginning work at the Village Hall and Police Department. Upon signing in, janitorial staff cleaning the Village Hall will be given a proximity card to gain access to the building, public areas and offices. Janitorial staff cleaning the Police Department will be given a key set to open necessary internal doors. After work at the Village Hall or Police Department is completed, the proximity card and/or key set must be returned to the Police Department and Janitorial staff must sign

out. Under no circumstances will the bidder or its agents duplicate any key or proximity card, which the Village presents to them.

10. A task sheet will be kept in a common area of each Village facility that will note special instructions or specific tasks (such as spill cleanup) that are to be attended to that night. The supervisor shall initial each item as completed and/or make any notations necessary.
11. The contractor shall assume full responsibility for the actions of its employees or agents.
12. To provide for open communications and quality assurance, the contractor's representative shall perform monthly site visits with a Village representative during regular business hours to ensure satisfaction and compliance with the specifications.
13. Any items on the specifications listed as quarterly are to be scheduled with a Village representative in advance.
14. The contractor shall provide a working supervisor and other personnel satisfactory to the Village to perform the work as specified and replace within twenty-four (24) hours any such employees as the Village may reasonably determine to be unsatisfactory.
15. The contractor shall have at least two employees that have been background checked and approved by the village, who are trained on how to clean each building at all times.
16. The contractor shall employ no less than 6 employees that are background checked and approved by the village, who are trained on how to clean all buildings listed in the contract, at any one time.
17. The Village reserves the right to discount the monthly invoice for work not performed or performed in an unsatisfactory manner. The discount is not to be considered a penalty but rather a compensation adjustment in direct proportion to the time and materials necessary for the Village staff to perform those services as described in the contract at a satisfactory level. A discount will be demanded after email notice is given to the Contractor outlining a specific complaint(s) and/or how the terms of the contract are not being fulfilled. On the first occurrence of a specific service complaint or default, the Contractor will have five working days to evaluate the performance or source of the complaint and implement corrective measures and cure the default. If, after the five-day period, an improvement to the service or default is not evident by the Village, then the discount will be levied to the monthly invoice. On the second occurrence of the same or similar incident or complaint, only three days will be given to implement corrective measures and cure the default before the discount is applied. The third

and subsequent occurrence of the same or similar incident or default will result in an automatic discount to the monthly invoice and will be considered a breach of contract.

*18. The contractor shall determine the number of work-hours and supervisory hours necessary to provide the service specified. The work schedule and/or specifications are subject to change by mutual written agreement between the Village of Bartlett and the contractor.*

19. Any and all deviations from the Village's Specifications for this proposal must be fully noted and explained by interested firms. The Village also must acknowledge the acceptance of all tendered proposal deviations prior to said deviations becoming allowable under the terms of the contract.

#### SUPPLIES:

The janitorial service shall provide all cleaning equipment and "green" cleaning supplies including all disinfectants, floor cleaning products, polishes, etc. All supplies provided by the janitorial service shall be of a quality acceptable to the Village and shall be a product included in conjunction with Exhibit F. The contractor or supply vendor will be required to submit to the Village the corresponding material safety data sheets (MSDS) for all cleaners, polishes, soaps, and other chemicals used to provide the specified janitorial services. Paper towels, toilet tissue, liquid hand soap, urinal cakes, and can liners will be supplied by the Village.

## All Facilities

### SCHEDULE OF CLEANING

**Village Hall:** Monday, Tuesday, Wednesday, Thursday, Friday – between 10:00 p.m. & 7:00 a.m.

**Bartlett Police Department:** Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday – between 7:00 p.m. & 5:00 a.m.

**Public Works Administration Building:** Monday, Tuesday, Wednesday, Thursday, Friday – between 10:00 p.m. & 7:00 a.m.

**Bartlett Train Station:** Monday, Tuesday, Wednesday, Thursday, Friday - between 10:00 p.m. & 5:00 a.m.

**Bartlett Hills Clubhouse & Golf Shop (March – December):** Monday, Tuesday, Wednesday, Thursday, Sunday – between 10:00 p.m. & 5:00 a.m. Friday and Saturday – between 1:00 a.m. & 5:00 a.m.

**Clubhouse & Golf Shop (January & February):** Thursday, Sunday – between 10:00 p.m. & 5:00 a.m. Saturday – between 1:00 a.m. & 5:00

*Scheduled days for Bartlett Hills subject to change depending on banquet hall events schedule.*

**Midway (March 15 – November 15):** 7 Days a week – between 10:00 p.m. & 5:00 a.m.

## **LOBBY / ENTRYWAYS / HISTORY MUSEUM**

### Daily

1. Clean glass doors to 7' height.
2. Empty waste containers.
3. Dust mop all hard floors.
4. Wet mop all hard floors.
5. Pick-up walk-off mats, clean floor and place mats in same location.
6. Damp wipe glass on display cases (History Museum).

### Weekly

1. Dust display cases (History Museum).
2. Clean all inside glass to 7 feet height.
3. Dust all furniture, pictures and fixtures.
4. Damp wipe wood surfaces including exhibit cases.
5. Dust flat surfaces.
6. Clean plexi-glass display cases with plexi-glass cleaner (History Museum).

### Monthly

1. Spray buff/burnish hard floors to maintain a high shine.
2. Remove cobwebs.

### First Week of January/April/July/October

1. Scrub and refinish hard floors with approved floor finish.
2. Clean baseboards.
3. Polish woodwork and display cabinets (History Museum).
4. Polish door hardware, handles, and push and kick plates.
5. Dust air distribution units on ceiling

## **CORRIDORS**

### Daily

1. Dust mop all resilient/hard floors.
2. Wet mop all resilient/hard floors.
3. Vacuum Carpet.
4. Clean and polish drinking fountains.

### Weekly

1. Damp wipe all flat surfaces.
2. Dust display cases.
3. Clean display cases glass (spray rag, not glass before cleaning).

### Monthly

1. Scrub and recoat floors with approved floor finish.
2. Spray buff/burnish hard floors to maintain a high shine
3. Damp wipe fire extinguisher cabinets and clean glass doors.
4. Dust wall fixtures.
5. Spot clean walls and doors.
6. Check for fingerprints on doors, frames, light switches, kick and push plates and handles and remove as needed.

### First Week of January/April/July/October

1. Strip and refinish resilient floors.
2. Polish wood doors.
3. Clean baseboards.
4. Dust all walls.
5. Dust air distribution units on ceiling
6. Polish door hardware.

## **ELEVATORS**

### Daily

1. Vacuum carpet and remove spots and stains.

### Weekly

1. Damp wipe interior and exterior surfaces.
2. Clean and polish interior and exterior bright metal surfaces.

### Monthly

1. Clean tracks.
2. Wash interior and exterior surfaces.

## RESTROOMS

### Daily

1. Empty waste containers.
2. Damp wipe/disinfect waste containers.
3. Replace can liners.
4. Refill dispensers.
5. Damp wipe/disinfect dispensers.
6. Damp wipe/disinfect sinks.
7. Clean/disinfect urinals.
8. Clean/disinfect toilets and seats.
9. Damp clean mirrors, fixtures and furnishings.
10. Spot clean walls.
11. Spot clean metal partitions.
12. Spot clean push and kick plates and polish dry.
13. Sweep floor.
14. Wet mop/disinfect floor using **DOUBLE MOPPING METHOD**.
15. Deodorize floor drains (as needed).
16. Check for graffiti on all surfaces and remove as needed.

### Weekly

1. Damp wipe/disinfect all brightwork and polish dry.
2. Damp wipe metal partitions.
3. Damp wipe handles, push & kick plates and polish dry.

### Monthly

1. Dust exhaust vents and air distribution units.
2. Acid clean/desiccate insides of urinals and toilet bowls.

## OFFICES, CONFERENCE, COMPUTER, MAIL, AND TRAINING ROOMS

### Daily

1. Empty waste containers and damp wipe/wash if necessary.
2. Empty small recycling containers and centrally located larger blue containers.
3. Replace can liners as needed. (Non-recyclable waste containers).
4. Vacuum carpet.
5. Remove stains on carpet as they occur.

### Weekly

1. Dust accessible windowsills.
2. Dust and damp wipe desk upon request or when desk is cleared.
3. Damp wipe furniture (including filing cabinets, bookcases, and shelves) and pedestals of fabric partitions.
4. Dust Equipment (Excluding Computer Equipment).

5. Low and high dust horizontal surfaces.
6. Damp wipe accessible windowsills.

### Monthly

1. Spot clean walls as needed.
2. Damp wipe metal & vinyl surfaces on partitions.
3. Dust air distribution units and door grilles.
4. Damp wipe air distribution units and radiators.
5. Edge-vacuum carpet.
6. Damp wipe waste containers.
7. Vacuum upholstered furniture.
8. Spot clean walls, extensively.
9. Damp wipe accessible windowsills.
10. Dust interior office mini-blinds.
11. Damp wipe frames and trim of doors.
12. Remove fingerprints from doors, frames, light switches, kick and push plates and handles.
13. Remove cobwebs.

### First Week of January/April/July/October

1. Polish wood doors.
2. Clean baseboards.
3. Dust all walls.
4. Polish door hardware.

### First Week of December/May

1. Vacuum fabric partitions.
2. Wash Venetian blinds.

## **LUNCH ROOM / MULTI-PURPOSE ROOM**

### Daily

1. Empty waste containers.
2. Damp wipe waste containers as needed.
3. Replace can liners.
4. Spot clean cabinets as needed.
5. Dust mop tile floors.
6. Damp mop tile floors.
7. Vacuum carpet (multi-purpose room).
8. Clean/disinfect tables.

### Weekly

1. Damp wipe vending machines.

### Monthly

1. Damp wipe and/or vacuum and spot clean chairs.
2. Damp wipe ledges and sills.

### First Week of January/April/July/October

1. Wash all walls.
2. Scrub and refinish hard flooring during the months of March, June, September and December.
3. Scrub and recoat hard floors with approved floor finish.
4. Clean baseboards.

## **STAIRWAY (BASEMENT)**

### Daily

1. Spot clean walls and remove graffiti as needed.

### Weekly

1. Sweep and damp mop steps and landings.
2. Damp wipe railings.
3. Damp wipe doors.

### Monthly

1. Dust light fixtures.

### First Week of January/April/July/October

1. Dust all walls.
2. Spot clean walls, extensively.
3. Wash doors.
4. Remove fingerprints from doors, frames, light switches, kick and push plates and handles.

### December/May

1. Polish door hardware
2. Strip and seal steps and landings.
3. Clean baseboards.

## **STAIRWAY (1<sup>st</sup> and 2<sup>nd</sup> FLOOR)**

### Daily

1. Spot clean walls and remove graffiti as needed.
2. Vacuum steps and landings.
3. **Remove all salt from stairways, nightly during winter months**

### Weekly

1. Remove fingerprints from doors, frames, light switches, kick and push plates and handles.
2. Damp wipe railings.
3. Damp wipe doors.

### Monthly

1. Dust light fixtures.

### First Week of January/April/July/October

1. Dust all walls.
2. Spot clean walls, extensively.
3. Wash doors.
4. Clean baseboards.
5. Polish door hardware

## **LOCKER ROOMS (Bartlett Hills & Police Department)**

### Daily

1. Wash floors with germicidal cleaner.
2. Clean and sanitize exterior of towel containers.
3. Clean locker room bathrooms by method explained above.
4. Vacuum Floors.
5. Wipe down all Benches with anti-bacterial cleaner.

### Weekly

1. Clean and sanitize shower surfaces.

### Monthly

1. Clean and sanitize shower curtains.
2. Wipe clean all lockers, removing fingerprints, smudges.

**POLICE DEPARTMENT DETENTION BLOCK AREA (Mondays and Fridays)**  
Scheduled days subject to change depending on availability of the detention block area.

Daily

1. Empty waste containers.
2. Damp wipe/disinfect waste containers.
3. Replace can liners.
4. Refill dispensers as needed.
5. Damp wipe/disinfect dispensers as needed.
6. Damp wipe/disinfect sinks.
7. Clean/disinfect urinals.
8. Clean/disinfect toilets and seats.
9. Damp clean mirrors, fixtures and furnishings.
10. Spot clean walls as needed.
11. Spot clean metal partitions.
12. Sweep floor.
13. Wet mop/disinfect floor using **DOUBLE MOPPING METHOD**.
14. Remove graffiti on all surfaces as needed.

Weekly

1. Damp wipe/disinfect all brightwork and polish dry.

**JANITORIAL STOREROOM / UTILITY SINK CLOSETS**

Daily

1. Clean equipment after use and return to designated location.

Monthly

2. Sweep and damp mop hard floors.
3. Clean utility sink.
4. Spot clean doors.
5. Spot clean and/or damp wipe walls.
6. Sweep and damp mop hard floors.
7. Spot clean and/or damp wipe walls.
8. Wash walls as needed.

**AS REQUESTED**

1. Present Village with extra cost to wash both interior and exterior windows.
2. Present Village with extra cost to shampoo and steam extract carpeting.

## **BARTLETT HILLS DINING ROOMS / LOUNGE / GOLF SHOP**

### Daily

1. Empty/clean ashtrays.
2. Empty trash containers; spot clean exterior and interior of containers.
3. Vacuum carpets in their entirety.
4. Check for stains/spills on carpet and remove as needed.
5. Dust ledges, trim and fireplace.
6. Dust golf shop furniture (including merchandise displays where accessible).

### Weekly

1. Damp clean/sanitize tabletops, seats, and chairs.
2. Spot clean doors, frames, light switches, handles, walls and glass.
3. Low dust and high dust all horizontal surfaces.

### Monthly

1. Polish wood furniture.
2. Polish wood wall surfaces.

## **BARTLETT HILLS TWO BARS & WAITSTATION**

### Daily

1. Empty waste containers.
2. Damp wipe waste containers.
3. Replace can liners.
4. Wet mop/disinfect floor using DOUBLE MOPPING METHOD.

### First Week of January/April/July/October

1. Strip and seal ceramic tile floors and cove-base during the months of January, April, July and October.

## **MIDWAY CUSTOMER AREA (March 15<sup>th</sup> – November 15<sup>th</sup>)**

### Daily

1. Dust mop tile floors.
2. Damp mop tile floors.
3. Damp wipe counters, ledges, sills and tables.
4. Empty trash containers.
5. Spot clean exterior & interior of trash containers.
6. Replace can liners.
7. Sweep screened area.
8. Clean bathrooms by method explained above.

### **III. Basis of Selection**

The Village will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the Village with the Services as described in Section II, Scope of Services.
2. The firm's experience in providing Services similar to those described in this RFP, and the experience of the individuals which the firm proposes to provide such Services.
3. The firm's references from clients which are comparable to the Village.
4. The firm's past work performance with the Village of Bartlett, if applicable.
5. The firm's financial proposal.
6. Any other factors relevant to the firm's capacity and willingness to satisfy the Village.

### **IV. Content of Proposals**

Firms should provide this information:

#### **A. Services**

1. State the firm's ability to provide the Services as described in Section II, Scope of Services. Provide a brief history of the firm and its experience, qualifications and success in providing these Services.
2. Describe the experience of the individual(s) who would be responsible for providing the Services to the Village of Bartlett.
3. Describe in detail how the firm plans to provide the Services detailed in Section II, Scope of Service.
4. Provide a minimum of three references comparable to the Village of Bartlett, including the name and telephone number of a contact person which the Village may call.

#### **B. Financial Proposals**

1. Provide a proposal which describes the firm's proposed annual fee to accomplish the services per facility based on providing "green" cleaning products for the products not provided by the Village and complete Exhibit B. The "green" cleaning products shall be in compliance with the list of products contained in Exhibit F. The proposed fee will remain the same throughout the two (2) year term of the agreement and will include all travel and related expenses.

#### **C. Contractual Arrangements**

1. By submitting a Proposal, a proposer is stating the firm's acceptance of the terms of the RFP, including without limitation, those listed under Section II, Scope of Services, and that the firm, if selected, will execute and submit to the Village within ten (10) days of being notified that its proposal has been selected, a Janitorial Services Agreement, Authorization and Release forms for all employees it reasonably anticipates at the time of submit its Proposal will perform Cleaning Services, and a certificate of insurance evidencing insurance as required. The

Village's obligation shall not commence unless and until the Janitorial Service Agreement has been approved by its corporate authorities, and has been duly signed by the Village President.

#### **V. Pre-Proposal Meeting**

Prospective firms are strongly encouraged to attend a pre-proposal meeting where firms will be given a walkthrough of the Village Hall, Police Department, Public Works, Golf Course Clubhouse, Golf Course Midway and the Bartlett Train Station. The meeting shall take place at 10:00 a.m. local time, on Wednesday, February 22, 2023 within the Council Chambers of the Village Hall. The building is located at 228 S. Main Street, Bartlett, IL 60103. No firm may have more than two representatives at the meeting.

#### **VI. Proposal Deadline**

All proposals must be received at the Bartlett Village Hall, Main Office, 228 S. Main Street, Bartlett, IL by 3:00 p.m., Monday, March 6, 2023. The proposal must incorporate the use of "green" cleaning supplies listed in Exhibit F.

Any questions concerning this RFP will be directed to Joey Dienberg, 630-540-5906 and not to any other person at the Village. The Village will determine whether any addenda should be issued as a result of any questions raised or other matters raised.

#### **VII. Cleaning Service Contract**

The awarded bidder will be required to execute the Janitorial Services Agreement attached to the RFP.

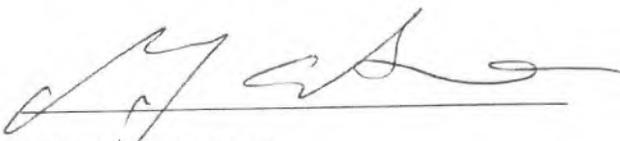
**EXHIBIT C**

**INVESTIGATION AUTHORIZATION AND RELEASE**

I, MACIEJ CWIERTNIA, hereby authorize the Village of Bartlett Police Department to conduct a criminal background investigation of the undersigned and authorize it to receive reports from other law enforcement agencies and/or Clerks of Court, including without limitation, a criminal history check from the Illinois State Police, Police Information Management Systems and/or the FBI (collectively, "Law Enforcement Agencies").

I, further authorize the Village of Bartlett to disclose any such criminal background information to (owner) MACIEJ CWIERTNIA d/b/a (contractor) MULTISYSTEM MANAGEMENT COMPANY for whom I am providing or have offered to provide services relative to cleaning services provided on behalf of the Village of Bartlett to deny the undersigned permission to perform said cleaning services.

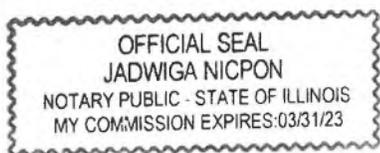
I do hereby waive, release and forever discharge the Village of Bartlett and the Law Enforcement Agencies, and their respective officials, officers, employees and agents from and against any and all liability in releasing, relying on, and/or utilizing said information provided by any such law enforcement agency and/or Clerk of Court.



Print Name:

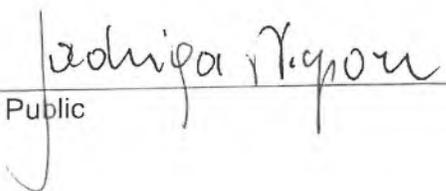
MACIEJ CWIERTNIA

Subscribed and Sworn to before me by MACIEJ CWIERTNIA this 27 day of FEBRUARY, 2023



(SEAL)

Notary Public

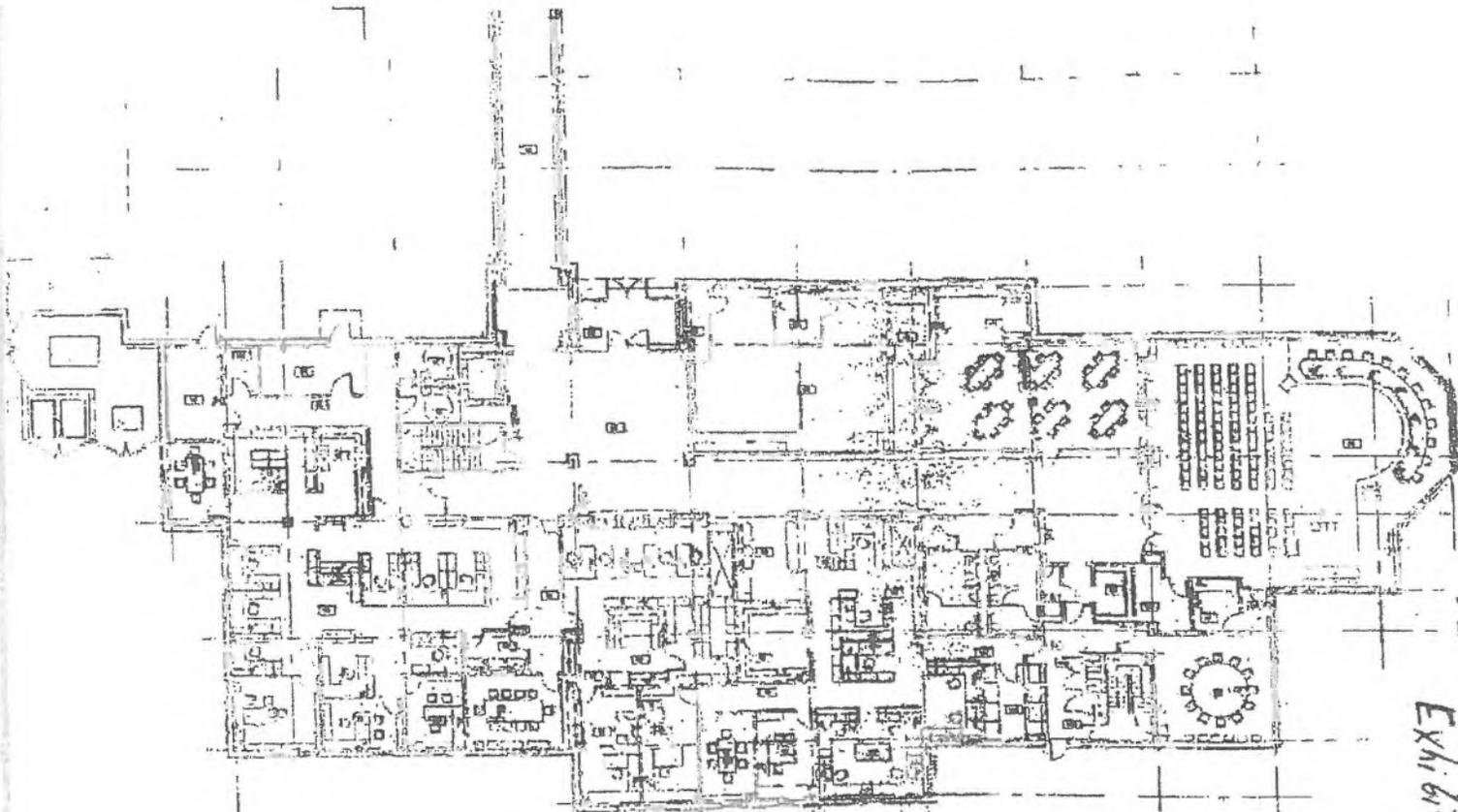


## EXHIBIT D

### DISQUALIFYING CRIMINAL OFFENSES

The conviction or adjudication of a delinquent minor for:

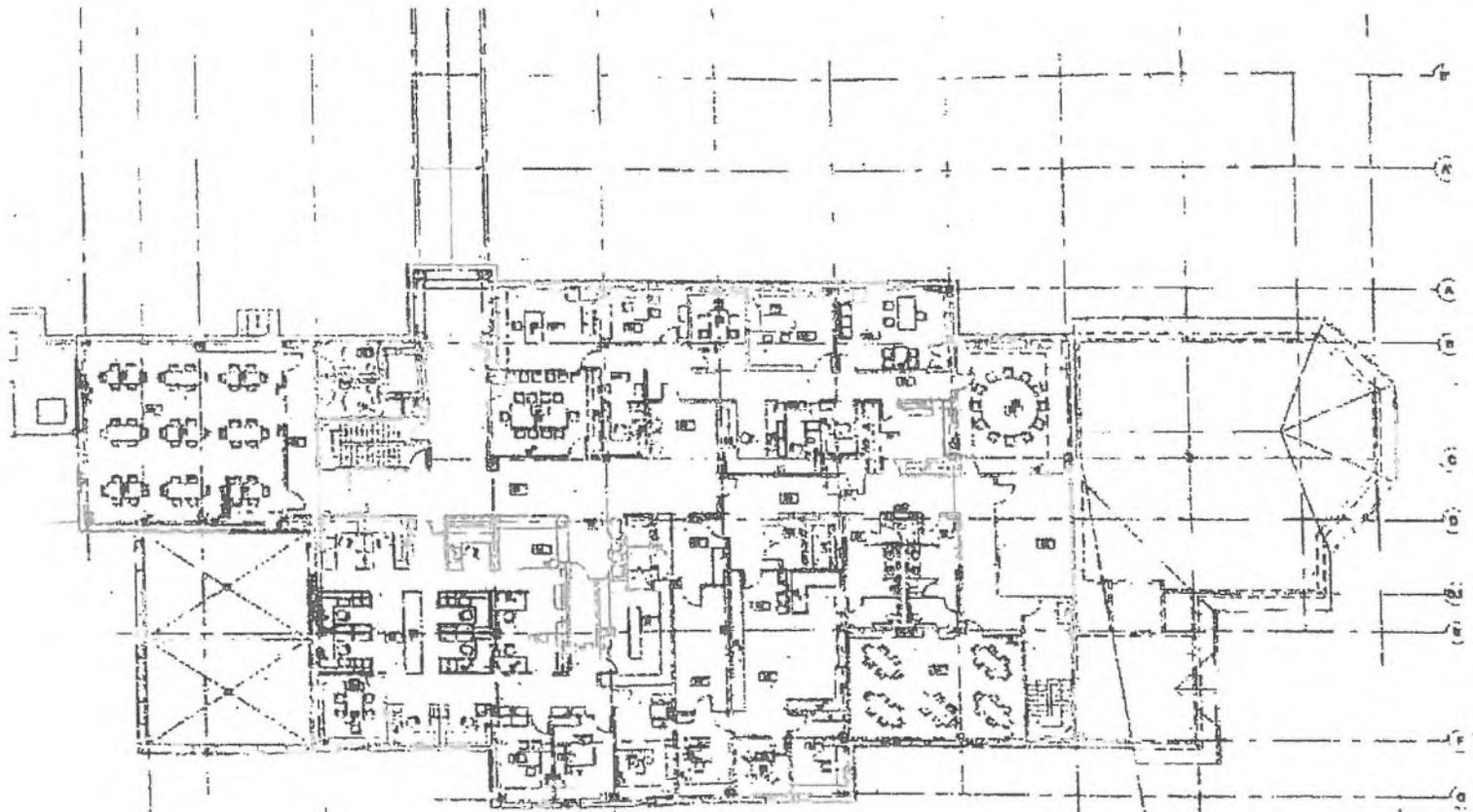
- a. Committing attempted first degree murder or committing or attempting to commit first degree murder, a Class X felony.
- b. Any one or more of the following criminal offenses:
  - (i) Those defined in Sections 10-1, 10-2, 10-3, 10-4, 10-5, 10-7, 10-9, 10-10, 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 11-6, 11-9, 11-14.3, 11-14.4, 11-15, 11-15.1, 11-16, 11-17, 11-18, 11-19, 11-19.1, 11-19.2, 11-20, 11-20.1, 11-20.1B, 11-20.3, 11-21, 11-30 (if convicted of a Class 4 felony), 12-2, 12-3, 12-3.05, 12-3.2, 12-3.3, 12-6, 12-6.2, 12-6.4, 12-7.3, 12-7.4, 12-7.5, 12-13, 12-14, 12-14.1, 12-15, 12-16, 16-1, 16-2, 16-3, 16-25, 16-30, 16-31, 16-32, 17-1, 17-11.5, 17-32, 17-56, 18-1, 18-2, 18-3, 18-4, 18-6, 19-1, 19-2, 19-3, 19-4, 19-6, 20-1, 20-1.1, 20.2, 21-1, 21-1.01, 21-1.2, 21-2, 24-1, 24-1.2, 24-1.5, 24-1.6 and 33A-2 of the Criminal Code of 1961 or the Criminal Code of 2012.
  - (ii) Any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.
  - (iii) A person who has been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.
- c. The following drug offenses, other than an offense set forth in subsection b., until 7 years following the end of the sentence imposed for any of the following offenses:
  - (i) Those defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b), 4(c), 5(a) and 5(b) of that Act.
  - (ii) Those defined in the Illinois Controlled Substances Act.
  - (iii) Those defined in the Methamphetamine Control and Community Protection Act.
  - (iv) Any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. For purposes of this paragraph, "sentence" includes any period of supervision or probation that was imposed either alone or in combination with a period of incarceration.



Village Hall  
1st Floor

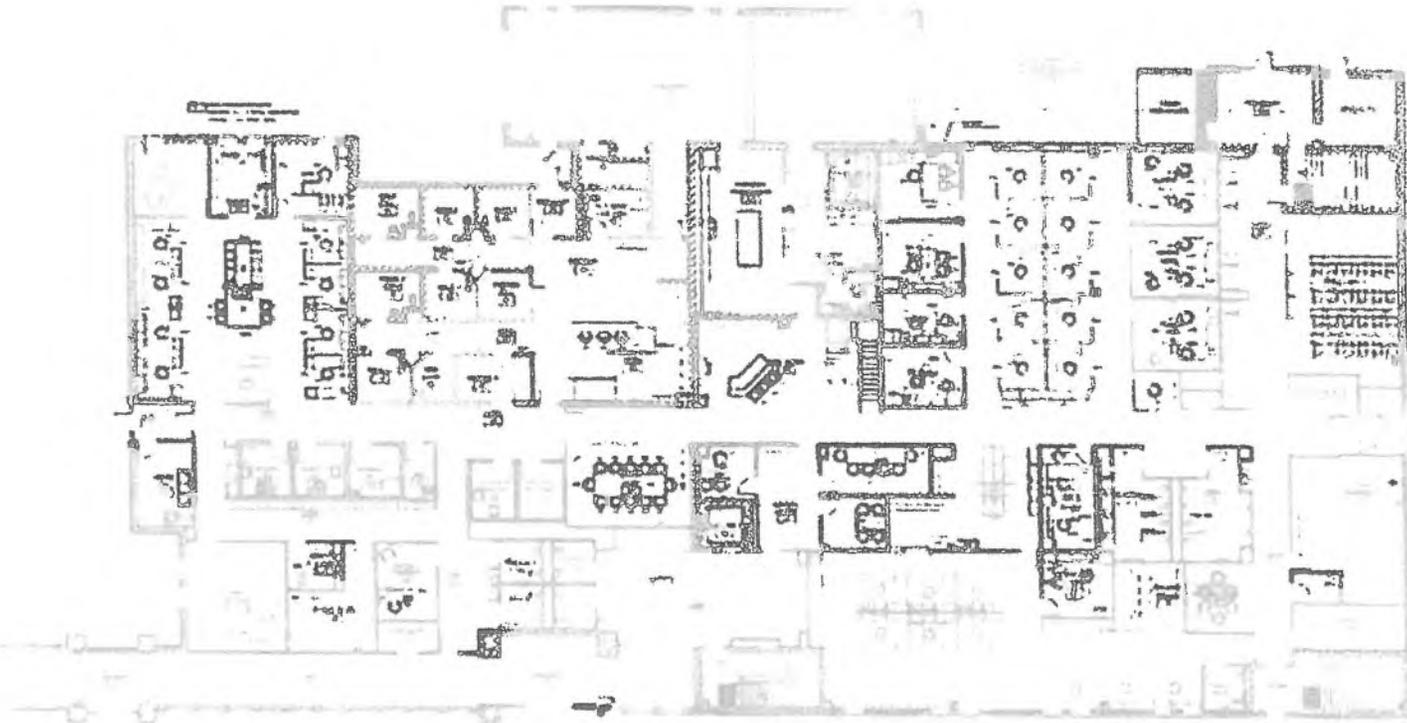
EXHIBIT E

Plan View



Village Hall  
2nd Floor

 No Janitorial Services Needed (2,232 Sqft. Combined)



# Main Level

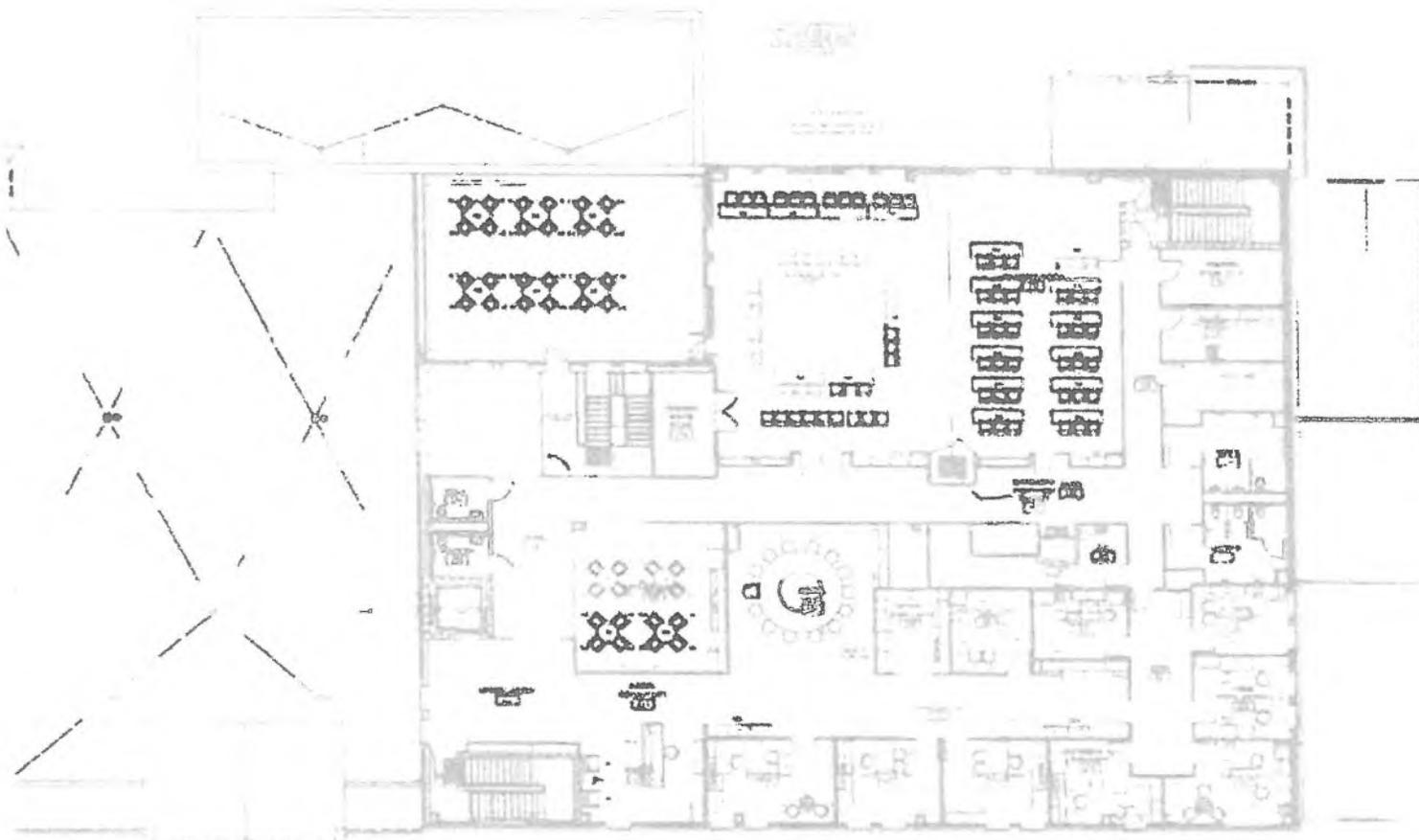
\*Sprinkler Room (#121)- 156 Sqft.

\*Property Control/Elevator #2 (#144/147)- 420 Sqft.

\*Sallyport (#149)- 1,656 Sqft.

230 SOUTH MAIN STREET  
DARTMOUTH, NH 03824





NEW POLICE FACILITY  
 BARTLETT POLICE DEPARTMENT  
 228 SOUTH MAIN STREET  
 BARTLETT, ILLINOIS 60103



**WILLIAMS**  
 ARCHITECTS  
 6700 N. W. 11th Ave., Suite 100  
 Miami, FL 33150  
 Phone: 305.551.1111  
 Fax: 305.551.1112

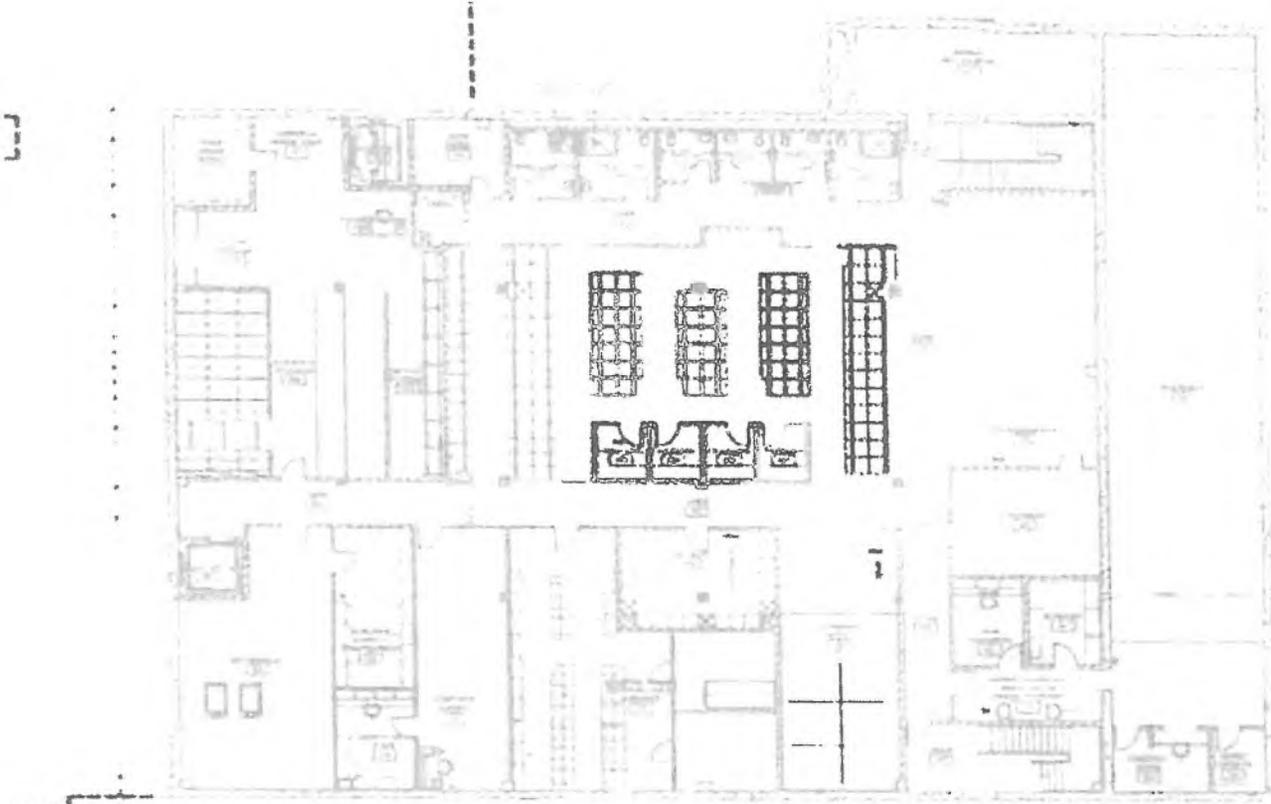


**F1.2**  
 MADE IN THE  
 UNITED STATES OF AMERICA

 No Janitorial Services Needed (634 Sqft. Combined)

- \*Electrical Room (#237)- 237 Sqft.
- \*Training Room Storage and Administration Storage (#231/232)- 272 Sqft.
- \* Training Room Storage (#239)- 128 Sqft.

# Upper Level



No Janitorial Services Needed (7,670 Sqft. Combined)

\*Gun Range, Control Room and Range Targets (#044, 042, 043)- 2,200 Sqft.

\*Electrical, Gun Cleaning and Armory (#045, 040, 041)- 646 Sqft.

\*Range Mechanic (#048)- 432 Sqft.

\*Elevator Equipment (#015)- 100 Sqft.

\*Evidence Storage, Floor Storage, Guns/Drugs/Money, Evidence Purge Area, Elevator, Technician, Bicycle Storage (#008,010,012,014,011,009)- 1,768 Sqft.

\*Mechanical, Building Supply, IT, Comp. Server (#002, 003, 006, 004)- 1,554 Sqft.

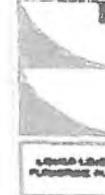
\*General Storage (#034)- 970 Sqft.

# Lower Level

NEW POLICE FACILITY  
BARTLETT POLICE DEPT  
228 SOUTH MAIN STREET  
BARTLETT, ILLINOIS 60113

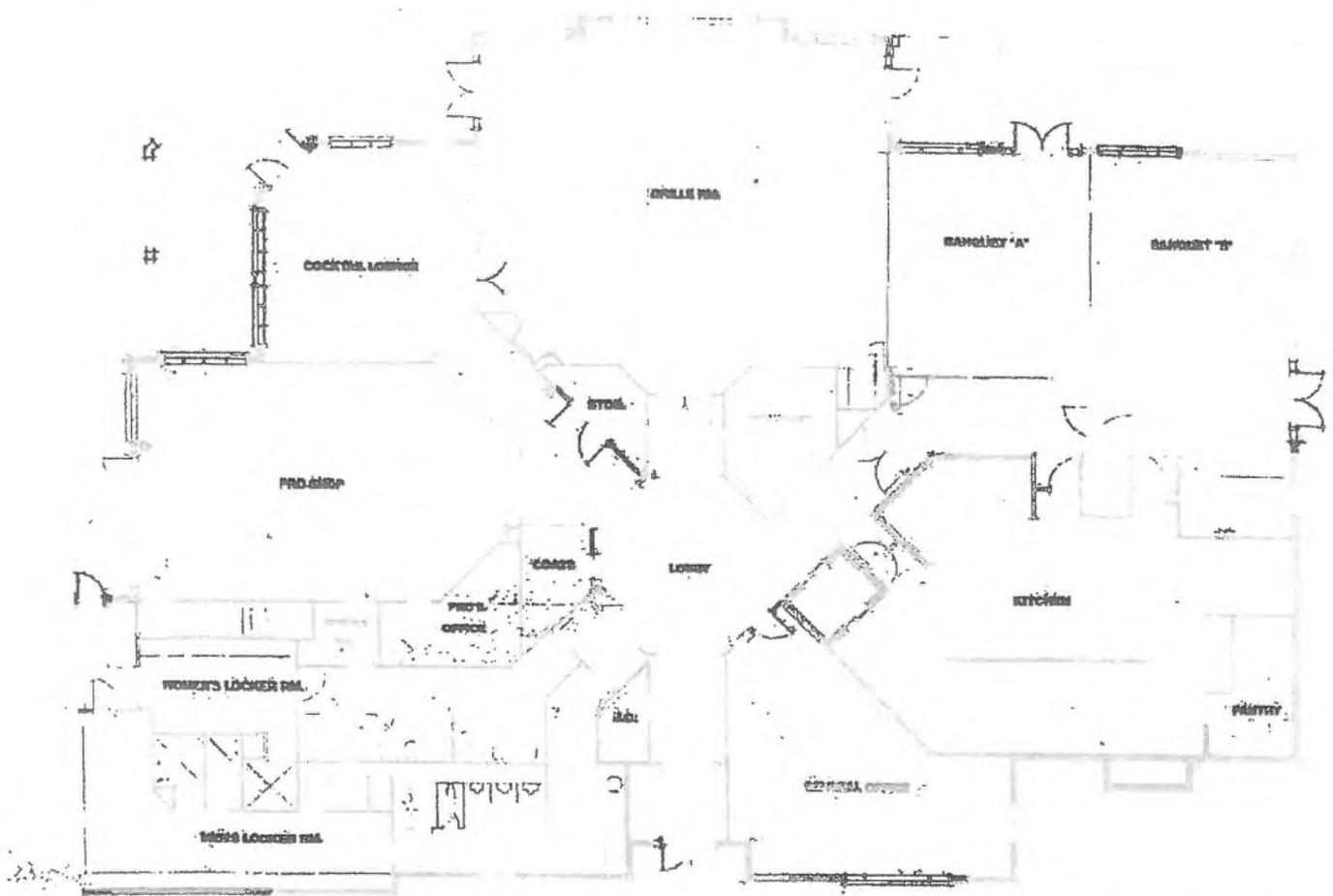


**WILLIAMS**  
**ARCHITECTS**  
P.C.  
1111 W. WASHINGTON ST.  
CHICAGO, IL 60606  
TEL: 312.467.1111  
WWW.WILLIAMSARCHITECTS.COM



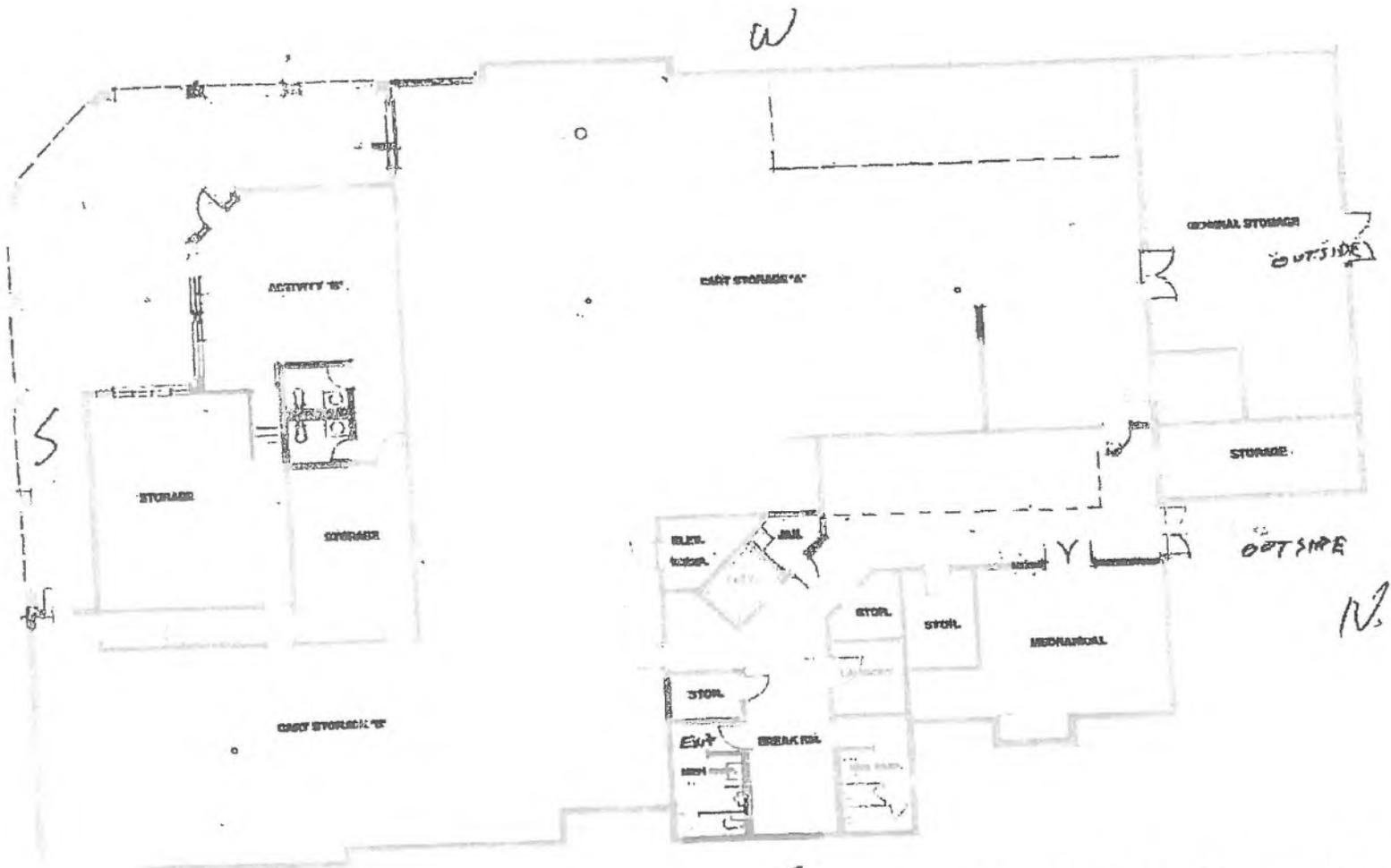
F1.0





Bartlett Hills Clubhouse  
 MAIN LEVEL FLOOR PLAN  
 3/16" = 1'0"

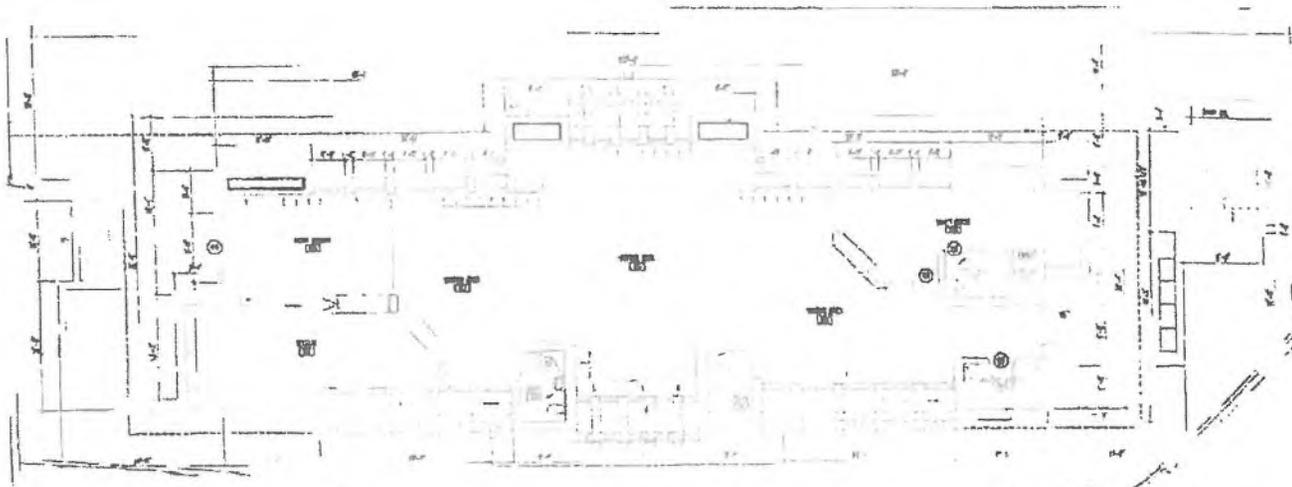




Bartlett Hills Clubhouse  
 LOWER LEVEL FLOOR PLAN  
 3/16" = 10"



MEUB



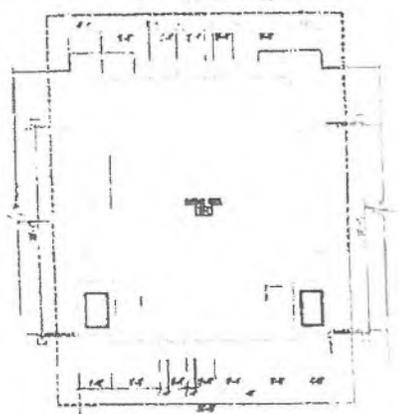
SCALE 1:100

PROJECT ARCHITECTS  
L.P. GATANO ARCHITECTS  
11111 1111 11  
11111 1111 1111  
11111 1111 1111

SCALE 1:100

KMI  
KMI  
KMI

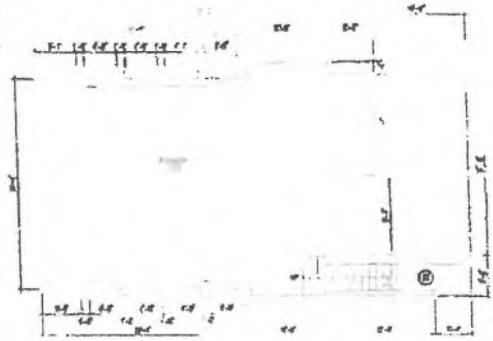
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1 1111 1111 1111

Bartlett Metro  
Train Station



1 1111 1111 1111

NO.	DESCRIPTION
01	CONCRETE
02	WOOD
03	GLASS
04	STEEL
05	MECHANICAL
06	ELECTRICAL
07	PLUMBING
08	PAINT
09	FINISH

A1.10

DATE: 11/11/11  
DRAWN BY: J. GATANO  
CHECKED BY: J. GATANO  
SCALE: 1/8" = 1'-0"

## Exhibit F

Village Hall:

List environmentally friendly cleaning supplies Below-

---

ENVIROTAB Mold & Mildew Treatment/ Toilet Bowl Recovery, SYNERGY SB Glass and Surface Cleaner, SYNERGY SB SOIL BREAK Pretreat & Deep Clean, CD Plus Enviro TABs

---

Police Station:

List environmentally friendly cleaning supplies Below-

---

ENVIROTAB Mold & Mildew Treatment/ Toilet Bowl Recovery, SYNERGY SB Glass and Surface Cleaner, SYNERGY SB SOIL BREAK Pretreat & Deep Clean, CD Plus Enviro TABs

---

Bartlett Train Station:

List environmentally friendly cleaning supplies Below-

---

ENVIROTAB Mold & Mildew Treatment/ Toilet Bowl Recovery, SYNERGY SB Glass and Surface Cleaner, SYNERGY SB SOIL BREAK Pretreat & Deep Clean, CD Plus Enviro TABs

---

Bartlett Hills:

List environmentally friendly cleaning supplies Below-

---

ENVIROTAB Mold & Mildew Treatment/ Toilet Bowl Recovery, SYNERGY SB Glass and Surface Cleaner, SYNERGY SB SOIL BREAK Pretreat & Deep Clean, CD Plus Enviro TABs

---

Public Works:

List environmentally friendly cleaning supplies Below-

---

ENVIROTAB Mold & Mildew Treatment/ Toilet Bowl Recovery, SYNERGY SB Glass and Surface Cleaner, SYNERGY SB SOIL BREAK Pretreat & Deep Clean, CD Plus Enviro TABs

---



# Agenda Item Executive Summary

Item Name Creation of Class C Liquor License- Jala Krupa Inc. DBA Suburbia Liquors Committee or Board Board

BUDGET IMPACT			
Amount:	N/A	Budgeted	N/A
List what fund	N/A		
EXECUTIVE SUMMARY			
Attached for your consideration is an Ordinance amending section 3-3-2-4: Class C of the Bartlett Liquor Control Ordinance. A new license in this class must be created before the license can be issued by the liquor commissioner.			
ATTACHMENTS (PLEASE LIST)			
Staff memo dated April 7, 2025 Ordinance			

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion:

**MOTION:** I move to approve Ordinance 2025-\_\_\_\_\_ an Ordinance amending Section 3-3-2-4: Class C of the Bartlett Liquor Control Ordinance.

Staff: Samuel Hughes Date: April 7, 2025  
Assistant to the Village Administrator

# Memorandum

**To:** Scott Skrycki, Assistant Village Administrator  
**From:** Samuel Hughes, Assistant to the Village Administrator  
**Date:** 4/7/2025  
**Re:** Liquor License Creation Class C-Suburbia Liquor

---

Attached for your consideration is an ordinance amending Section 3-3-2-4: Class C of the Bartlett Liquor Control Ordinance.

A new license in this class must be created before the license can be issued by the liquor commissioner.

## Motion

I move to approve Ordinance 2025-\_\_\_\_ an Ordinance amending Section 3-3-2-4: Class C of the Bartlett Liquor Control Ordinance.



**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSENT:**

**PASSED: April 15, 2025**

**APPROVED: April 15, 2025**

\_\_\_\_\_  
Kevin Wallace, Village President

**ATTEST:**

\_\_\_\_\_  
Lorna Giles, Village Clerk

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2025-\_\_\_\_\_ enacted on April 15, 2025 and approved on April 15, 2025 as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giles, Village Clerk



# Agenda Item Executive Summary

**AGENDA ITEM:** A Resolution Approving A Contract For Services Between The Village Of Bartlett And Northeast DuPage Family And Youth Services For Social Worker Services.

**BOARD OR COMMITTEE** Board

**BUDGET IMPACT**

<b>Amount</b>	\$ 128,400.88	<b>Budgeted</b>	\$ 128,400.88
<b>Fund:</b> Professional Services	<b>Corresponding Activity Measure: Social worker received 279 referrals, representing a 42 percent increase</b>		

**EXECUTIVE SUMMARY**

Attached is a resolution waiving advertising for bids and approving of the contract for services between the Village of Bartlett and Northeast DuPage Family and Youth Services (NEDFYS) for social worker services. The FYE 25/26 budget includes \$128,400.88 for one full-time and one part-time social worker. In 2024, the police department's social worker received over 279 referrals, an increase of 42% from 2023. Services offered through this program fulfilled a need of providing additional time, resources, and engagement to residents requiring support beyond the scope of law enforcement capabilities.

The qualifications offered by NEDFYS are in line with the recommended characteristics specified in the Illinois Association of Chiefs of Police's social worker survey. In addition, NEDFYS maintains a 24/7 on-call crisis intervention system available to the police department at no additional cost. NEDFYS can also provide at least one master's level clinical intern to support the work at the police department. The interns are supervised by licensed clinical therapists and provide services such as counseling, case management, follow-up phone calls, safety planning, and other clinical support.

**ATTACHMENTS (PLEASE LIST)**

Police Department Memorandum, Resolution  
Exhibit A - Contract For Services Between The Village Of Bartlett And Northeast DuPage Family And Youth Services For Social Worker Services

**RELATIONSHIP TO STRATEGIC PLAN GOAL**

Strategic Plan Goal: CONTINUE TO ENHANCE AND IMPROVE EFFICIENCY OF SERVICE DELIVERY METHODS AND APPROACHES

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

**ACTION REQUESTED**

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION:** I move to approve Resolution 2025-\_\_\_\_\_, a resolution approving a contract for services between the Village of Bartlett and Northeast DuPage Family and Youth Services for social worker services

Staff: Will Naydenoff, Acting Chief of Police Date: April 15, 2025

**POLICE DEPARTMENT MEMORANDUM**  
**25-34**

**DATE:** April 15, 2025  
**TO:** Paula Schumacher, Village Administrator  
**FROM:** Will Naydenoff, Acting Chief of Police  
**RE:** A RESOLUTION APPROVING A CONTRACT FOR SERVICES BETWEEN THE VILLAGE OF BARTLETT AND NORTHEAST DUPAGE FAMILY AND YOUTH SERVICES FOR SOCIAL WORKER SERVICES

On April 1, 2025, the Village Board reviewed the Village of Bartlett's FYE 2025-2026 budget, which included the department's social worker positions. During the previous fiscal year, the village entered into an agreement with Northeast DuPage Family and Youth Services (NEDFYS) for a full-time social worker. Many of the successes of the social worker program can be attributed to the strong working relationship that exists between the police department and NEDFYS. We are requesting to waive bids and enter into a new agreement with NEDFYS for one full-time and one part-time social worker in the amount of \$128,400.88.

In 2024, the police department's social worker received over 279 referrals from residents, as well as from village and police department personnel. The addition of a part-time social worker will help manage the increased workload, as referrals increased 42% from 2023. Services offered through this program fulfilled a need of providing additional time, resources, and engagement to residents requiring support beyond the scope of law enforcement capabilities.

In conjunction with the social worker program, the police department found success in continuing a diversion program for minors. The program was utilized to provide an alternative to court when dealing with minors found to be in possession of tobacco or nicotine products, alcohol, or cannabis. Thirty-four juveniles were referred to the diversion program in 2024.

In collaboration with NEDFYS, the police department also continued a process for station adjustments for certain criminal offenses, in lieu of referring juveniles to court. The ReDirect program offered by NEDFYS is a group intervention program designed to reset the path for youth after committing minor offenses. Twelve juveniles were referred to this program in 2024.

Additionally, the police department utilized the social worker to employ a co-responder model to help individuals who are experiencing a behavioral health crisis. Once a scene has been deemed to be safe and secure, the social worker can respond to in-progress calls to more effectively offer services in a timely manner. The inclusion of a part-time social worker will enhance this model, support de-escalation efforts, provide crucial assistance to residents in crisis, and extend our reach to more individuals in need.

Based upon the success of the social worker program, we believe NEDFYS will continue to be the right option to accomplish our goals and enhance our standards of service.

The qualifications offered by NEDFYS are in line with the recommended characteristics specified in the Illinois Association of Chiefs of Police's social work survey, which include:

- Need a master's degree in social work and/or psychology or counseling
- Experience working with victims and police at some capacity
- Licensed Clinical Social Worker (LCSW) licensure or similar license in a related field

- Specialized training
- Minimum of 3 years' experience in the field to include familiarity with crisis intervention techniques and knowledge of Illinois statutes related to domestic violence, child abuse, juvenile law, mental health and confidentiality code

NEDFYS meets all of the aforementioned criteria, among other items generally not offered by other social worker vendors. As part of the cost, NEDFYS maintains a 24/7 on-call crisis intervention system available to the police department. Other social worker vendors only offer this option for an additional cost. NEDFYS can also provide at least one master's level clinical intern to support the work at the police department. The interns are supervised by licensed clinical therapists and can provide services such as: counseling, case management, follow-up phone calls, safety planning and other clinical support.

**MOTION: I move to approve Resolution 2025 - \_\_\_\_\_, A Resolution Approving a Contract for Services Between The Village of Bartlett and Northeast DuPage Family and Youth Services for Social Worker Services**

RESOLUTION 2025 - \_\_\_\_\_

**A RESOLUTION APPROVING  
A CONTRACT FOR SERVICES BETWEEN THE VILLAGE OF BARTLETT AND  
NORTHEAST DUPAGE FAMILY AND YOUTH SERVICES  
FOR SOCIAL WORKER SERVICES**

---

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, pursuant to its home rule authority, as follows:

**SECTION ONE:** **APPROVAL.** The Contract for Services between the Village of Bartlett and Northeast DuPage Family and Youth Services (“NEDFYS”) for social worker services (the “**Contract**”), a copy of which is appended hereto and incorporated herein as Exhibit A, and is expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** **AUTHORIZATION.** The Village President is hereby authorized and directed to sign the Contract on behalf of the Village.

**SECTION THREE:** **WAIVER OF BIDS.** To the extent any formal competitive bidding requirements apply to the approval of the Contract authorized by this Resolution, such competitive bidding requirements are hereby waived.

**SECTION FOUR:** **SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FIVE:** **REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION SIX:**     **EFFECTIVE DATE.** This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:             April 15, 2025

APPROVED:         April 15, 2025

\_\_\_\_\_  
Kevin Wallace, Village President

ATTEST:

\_\_\_\_\_  
Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2025 - \_\_\_\_\_ enacted on April 15, 2025, and approved on April 15, 2025, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giles, Village Clerk

**EXHIBIT A**

*CONTRACT FOR SOCIAL WORKER SERVICES BETWEEN NORTHEAST DUPAGE  
FAMILY AND YOUTH SERVICES (NEDFYS) AND THE VILLAGE OF BARTLETT*



**Contract for Services  
Between Northeast DuPage Family and Youth Services (NEDFYS) and  
Village of Bartlett**

**I. Effective Dates**

This contract is effective May 1, 2025-April 30, 2026.

**II. NEDFYS Responsibilities**

NEDFYS will provide the following services to the Village of Bartlett:

- Review and follow-up on police reports at the request of police department personnel
- Maintain 24/7 on-call coverage for social service emergencies; remote and in-person responses as needed
- Conduct outreach to community residents to increase awareness of village social work services and attempt to engage potential clients in NEDFYS counseling and/or other case management services
- Provide case management services (community resources and referrals) to community residents as needed
- Respond to mental health crisis situations upon request by police department personnel
- Conduct home visits upon request by police personnel to engage residents in services and provide resources and support
- Provide crisis intervention services until the crisis is resolved and refer to individual, family services as appropriate
- Conduct suicide and mental health assessments
- Develop and implement case management plans
- Provide assistance with DCFS calls
- Provide assistance to domestic violence victims in obtaining Orders of Protection, creating safety plans, and linking with legal and advocacy services
- Provide “walk-in” services to community residents during designated office hours agreed upon by the police department and NEDFYS
- Conduct outreach and provide training to community residents, village officials, and police department staff via community meetings, roll calls, and other scheduled events

- Facilitate the *Bartlett Diversion Program for Minors*, including processing program referrals and conducting individual lessons, communicating with parents/guardians, updating officers regarding individual progress in the program
- Referral to therapeutic interventions to be conducted by other licensed therapists employed by NEDFYS upon resident request or social worker recommendation;

### **III. Village of Bartlett Responsibilities**

The Village of Bartlett will provide the following to NEDFYS:

- Adequate office space and related administrative support to provide individual and family-based interventions
- Police reports relevant to requests for social work services
- Referrals for case management and/or counseling services based on police calls for service
- Identification of the needs of community residents, village officials, and police department staff to facilitate the development and implementation of appropriate outreach and/or training efforts

### **IV. Staffing**

NEDFYS will provide Bartlett Police Department (BPD) with one social worker for 40 hours per week and one social worker for 20 hours per week. Days and hours of services will be set by NEDFYS in collaboration with BPD. The social workers assigned to BPD will be supervised by a fully licensed mental health professional (LCPC, LCSW, or LMFT). Requirements for the position include:

- Master's degree and partial or full licensure (LPC, LSW, LCSW, LCPC, LMFT) maintained for the duration of employment;
- 3+ years of experience working with high-risk adolescents and families
- 3+ years of experience with mental health crisis intervention
- Experience with domestic violence victims/Certified Domestic Violence Professional (CDVP) 40-hour training a plus
- Ability to partner effectively and work cooperatively with law enforcement personnel in a police setting
- Excellent oral and written communication skills
- Flexible, organized, and resourceful
- Some knowledge of trauma treatment modalities
- Valid driver's license and reliable transportation with required auto insurance in effect
- Bilingual (Spanish) a plus

If a social worker needs to be hired during the term of this contract, the selection of the social worker will be done in collaboration with the BPD to ensure the most appropriate fit. NEDFYS will assign one master's level intern to support the work at BPD when available and needed. The 24/7 on-call service will be staffed by NEDFYS personnel and clinical interns on a rotating basis.

**V. Liability Insurance**

NEDFYS will procure and maintain insurance at its sole and exclusive expense which covers its personnel and liability for providing the identified services. NEDFYS will provide the Village of Bartlett with a certificate of insurance in a form acceptable to the Village.

**VI. NEDFYS Board Authority**

This agreement has been properly authorized by the NEDFYS Board of Directors.

**VII. Modification of Agreement**

The terms of this agreement may be amended or modified in writing and signed by both the Village of Bartlett and NEDFYS.

**VIII. Termination**

Either party may terminate this agreement upon providing 60 days' notice to the other party.

**IX. Cost of Services**

The total cost of services for the 12-month term of the contract is \$128,400.

Summary of Costs:

- Salary for BPD social worker; 40 hours per week
- Salary for BPD social worker; 20 hours per week
- Fringe benefits for social worker; (17.62%)
- Partial salary support for Clinical Supervisor
- Partial fringe benefits support for Clinical Supervisor

Additional Services and Costs (Not included in cost of services in Section IX; available upon request):

**\*24/7 On-Call System**

The 24/7 on-call system can be used, ***subject to the availability of the social worker***, for urgent mental health or other related community emergencies that fall outside of the normal working hours of the social worker. Normal working hours for the social worker are agreed upon by NEDFYS and the police department.

These services are available, ***subject to the social worker's availability, at the rate of \$50/hour*** and include direct services such as phone/remote consultations, on-scene response, and travel time to/from the scene. Indirect services in follow-up to a crisis response such as gathering collateral information, documentation time, and supervisor consultation are billed at the regular hourly rate for the police social worker.

**X. Resident Fees**

Residents in need of more intense or specialized services that are offered by NEDFYS but are beyond the scope of those listed under Section II may be referred to other qualified NEDFYS staff for these services. Referrals will be made based on resident request or social worker recommendation only. Payment for these services will be the responsibility of the resident, either through a fee for service agreement or private insurance. Examples of such services include:

- Individual Therapy
- Family Therapy
- Group Therapy

**XI. Access to Other Services Offered by NEDFYS**

NEDFYS offers an array of programs and services that may benefit residents of **Bartlett, DuPage County**, who come to the attention of police. Bartlett Police Department will have **priority access to the following services at no cost** to the Village of Bartlett:

- Juvenile Diversion/Station Adjustment Program
- Youth Crisis Intervention and Family Stabilization Services

**XII. Invoicing and Payment for Services**

NEDFYS will provide the Village of Bartlett with an invoice for allowable costs under this contract on or before the 10<sup>th</sup> of each month. Payment to NEDFYS shall be made within 45 days of the date of the invoice, either via electronic funds transfer or by check. If by check, payment should be sent to the following address:

Northeast DuPage Family and Youth Services  
777 Army Trail Blvd, 2<sup>nd</sup> Floor  
Addison, IL 60101  
Attn: Shannon Hartnett

NORTHEAST DUPAGE FAMILY AND YOUTH SERVICES

VILLAGE OF BARTLETT

By: \_\_\_\_\_

By: \_\_\_\_\_

Shannon Hartnett, Executive Director

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



# Agenda Item Executive Summary

**AGENDA ITEM:** Golf cart lease w/maintenance

**BOARD OR COMMITTEE:** BOARD

## BUDGET IMPACT

<b>Amount</b>	\$ 395,200 over 5 years	<b>Budgeted</b>	\$395,200 over 5 years
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<b>Fund:</b> golf	<b>Corresponding Activity Measure:</b>
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## EXECUTIVE SUMMARY

The golf course staff proposed new golf carts in this year's upcoming budget. The current fleet is seven years old and has been subject to rising maintenance costs and has started affecting customer service.

Staff presented the Village Board with several options during the Committee of the Whole meeting on April 1, 2025, and the Board directed staff to bring forward a 5-year lease with maintenance program.

The contract was reviewed and approved by the Village Attorney.

## ATTACHMENTS (PLEASE LIST)

Memo, Resolution, Contract

## RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goals: Continue to enhance and improve efficiency of service and delivery methods and approaches

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

For Discussion Only

Resolution - I move to approve Resolution 2025 - \_\_\_\_ A resolution approving a lease agreement between Nadler Golf Car Sales Inc. and the Village of Bartlett

Staff: Scott Skrycki, Assistant Administrator

Date: April 8, 2025

# Memorandum

**To:** Paula Schumacher, Village Administrator  
**From:** Scott Skrycki, Assistant Village Administrator  
**Date:** 4/8/2025  
**Re:** Golf Cart Lease with Maintenance Agreement

---

The golf cart fleet is currently seven years old, and during the budget formulation, it was discussed that replacing the fleet could be a prudent decision. The golf staff proposed several options for the Village Board's consideration at the April 1st Committee of the Whole meeting.

The Village Board discussed the various pricing structures presented and directed staff to move forward with a lease agreement that includes maintenance for a five-year term. The total payment over the five years would be \$395,200, with the trade-in of the current fleet. The payment schedule would be as follows: \$0 in the first year, \$85,120 in the second year, and \$103,360 for each of the following three years.

This action will ensure a well-functioning fleet and help the golf course stay competitive in the marketplace.

The price point is derived from Sourcewell contract #91024-CCR.

## **Motion**

Motion to approve Resolution 2025 - \_\_\_\_ A resolution approving a lease agreement between Nadler Golf Car Sales Inc. and the Village of Bartlett

RESOLUTION 2025 - \_\_\_\_\_

**A RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN NADLER GOLF  
CAR SALES, INC., AND THE VILLAGE OF BARTLETT**

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**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, pursuant to its home rule authority, as follows:

**SECTION ONE:** **APPROVAL.** The Lease Agreement between Nadler Golf Car Sales, Inc., and the Village of Bartlett (the "Agreement"), a copy of which is appended hereto as Exhibit A and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO.** **WAIVER OF BIDS.** To the extent any formal competitive bidding requirements apply to the approval of the Agreement authorized by this Resolution, such competitive bidding requirements are hereby waived.

**SECTION THREE:** **AUTHORIZATION.** The Village President is hereby authorized and directed to sign the Agreement on behalf of the Village of Bartlett.

**SECTION FOUR:** **SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FIVE:** **REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION SIX:** **EFFECTIVE DATE.** This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

\_\_\_\_\_  
Kevin Wallace, Village President

ATTEST:

\_\_\_\_\_  
Lorna Giles, Village Clerk

#### CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2025 - \_\_\_\_\_ enacted on April 15, 2025, and approved on April 15, 2025, as the same appears from the official records of the Village of Bartlett.

\_\_\_\_\_  
Lorna Giles, Village Clerk

#### **EXHIBIT A**

*Lease Agreement with Nadler Golf Car Sales, inc.*

**NADLER GOLF CAR SALES, INC.**

**LEASE AGREEMENT**

NAME OF LESSEE VILLAGE OF BARTLETT

ADDRESS 228 S. MAIN STREET

CITY BARTLETT COUNTY COOK STATE IL ZIP 60103

**QUANTITY AND DESCRIPTION OF LEASED EQUIPMENT**

Seventy-Six (76), 2025 CLUB CAR TEMPO Gasoline Golf Cars equipped with: Deluxe Golf Package,  
Canopy Tops (Black), Fold Down Windshields, Bag Covers (Black), Dual Divot Bottle Kits, Information  
Holders, Dual USB Ports, Comfort Grip Steering Wheels, Numbers, Custom Bartlett Hills Logos, Visage  
Brackets with Speakers, Green Body Color, Standard Beige Seats, New Club Car Dash Design, Sweater  
Baskets, & Bagwell Protectors.

**THIS LEASE AGREEMENT**, made and entered into and executed in triplicate this 7th day of  
APRIL, 2025 by and between NADLER GOLF CAR SALES, INC. an Illinois Corporation, hereinafter  
called 'LESSOR', and VILLAGE OF BARTLETT hereinafter called 'LESSEE'.

**WITNESSETH**

**WHEREAS**, the Lessor is engaged in the business of the sale and leasing of golf cars; and

**WHEREAS**, the Lessee is the operator of a Golf Course located as aforesaid.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND THE MUTUAL PROMISES OF THE Parties hereto, IT IS AGREED as follows, to wit:

1. **LEASE**. Lessor hereby leases to Lessee, and Lessee hereby rents from Lessor the golf cars herein above described.
2. **LOCATION**. Said cars are to be used at the Golf Course known as BARTLETT HILLS GOLF CLUB and only at said Golf Course for the purpose of providing transportation to golf players when playing golf. Said golf cars are not to be used at any other location or for any other purpose without the written consent of the Lessor.
3. **EQUIPMENT**. Lessor represents that on delivery, said cars will be in first class mechanical condition, and agrees to maintain said cars in first class mechanical condition through the term of this Agreement, except as hereinafter otherwise provided. Lessor agrees to furnish servicing for said cars not less than once in each calendar week during the season when said cars are in use. Lessor agrees that in the event Lessee shall notify Lessor that any unit is inoperable, Lessor will within forty-eight (48) hours of such notification make examination thereof, and in the event that such unit cannot be made operable within forty-eight (48) hours of such examination, then Lessor will furnish an adequate temporary replacement within said period for such unit. Lessor shall make all repairs promptly and shall repair or replace all parts at their own expense. Lessor guarantees electric cars shall have a minimum 36-hole performance capability throughout the term of said Lease Agreement.
4. **USE**. Lessee agrees not to knowingly allow the use of said cars by persons under driver's license age or persons incapable of operating said units safely.
5. **INSURANCE**. Lessor agrees to furnish, at its own expense, bodily injury and property damage liability insurance with a minimum of \$500,000 combined single limit as a result of any one occurrence for the use, operation, and maintenance of leased golf cars. Said insurance shall name as additional insured Lessee, and a

certificate thereof shall be filed with Lessee. Lessor shall carry adequate physical damage coverage for said cars. Lessee is responsible to Lessor for the first \$20,000.00 of damage, per occurrence, resulting from vandalism and/or theft of said cars. Lessee must notify Lessor, via e-mail, ([eric@nadlergolf.com](mailto:eric@nadlergolf.com)) within (24) hours of any occurrence. Additionally, Lessee must notify the appropriate law enforcement agency within (24) hours of said occurrence. Lessee shall also be responsible for providing Lessor with a police report within one week of said occurrence. Should Lessee not provide proper notification, Lessee is responsible for all costs for repairs/replacements of said golf cars.

6. **OPERATION.** Lessee shall provide for electric models, electricity and outlets as required, and shall properly charge and water batteries as needed. Lessee shall provide gasoline as required for operation of gasoline models.

7. **STORAGE.** Lessee shall provide adequate and secure storage for said golf cars when not in use.

8. **TIRES.** Lessor shall provide adequate spare tires and Lessor further shall be responsible for any flat tire repairs required by said cars.

9. **DAMAGE AND REPAIRS.** The cost of parts and labor required to repair any normal wear and tear shall be the responsibility of Lessor. Any abnormal damage, whether it be caused by accidents, caused by negligence, and/or improper operation of the vehicle on part of Lessee, employees or renter of said cars shall be invoiced to the Lessee at the normal prevailing rates charged.

10. **MAINTENANCE.** Lessee further agrees to keep said golf cars in a clean and orderly condition at all times so that their use will be encouraged, and that the cars will be maintained so as not to detract from the standard appearance and cleanliness of the Golf Course maintained by said Lessee. In addition, Lessee agrees that Lessee will not, without the prior written consent of Lessor, make an alteration, modification, or addition to any leased golf car, including, without limitation, the addition of any markings, advertising, placards, stickers, or GPS (Global Positioning Systems). Club Car Visage GPS Systems are approved Systems.

11. **LEASE PAYMENTS.** Lessee agrees to pay to Lessor \$1,360.00 dollars per car per season. Both Lessor and Lessee acknowledge the length of a season will vary from year to year but in no way does this variation effect the Payment Schedule, hereinafter written, and agreed upon by both Parties. Lessee further agrees to keep records and receipts of all golf car rentals. **A 1.25% MONTHLY SERVICE CHARGE (15% ANNUALLY) WILL BE CHARGED ON ALL ACCOUNTS OVER THIRTY (30) DAYS.**

**PAYMENT SCHEDULE**

May 10, 2025-----	\$0.00
June 10, 2025-----	\$0.00
July 10, 2025-----	\$0.00
August 10, 2025-----	\$0.00
September 10, 2025-----	\$0.00
October 10, 2025-----	\$0.00

May 10, 2026-----	\$14,186.67
June 10, 2026-----	\$14,186.67
July 10, 2026-----	\$14,186.67
August 10, 2026-----	\$14,186.67
September 10, 2026-----	\$14,186.67
October 10, 2026-----	\$14,186.67

May 10, 2027 through 2029-----	\$17,226.67
June 10, 2027 through 2029-----	\$17,226.67
July 10, 2027 through 2029-----	\$17,226.67
August 10, 2027 through 2029-----	\$17,226.67
September 10, 2027 through 2029-----	\$17,226.67
October 10, 2027 through 2029-----	\$17,226.67

12. **TRADE VALUE.** A trade value of \$121,600.00 for the Lessee's owned Club Car Gasoline Golf Car Fleet Consisting of (76)-2018 Club Car Precedent Gasoline Golf Cars has been applied to the above Payment Schedule. All trades must be running and complete, free from mechanical or body and underbody defects. All seats must be free from holes or rips in the vinyl.

13. **SOURCEWELL GOVERNMENT PROCUREMENT.** The Lease Agreement Pricing has been derived from Club Car Sourcewell Buying Group Contract # 091024-CCR.

14. **LEASE TERM.** This Agreement shall terminate DECEMBER 1, 2029.

15. **FORCE MAJEUR.** Lessor shall not be liable for any part of this Agreement due to any occurrence or contingency beyond their reasonable control, including but not limited to war, hostility, insurrection, riot or other act of civil disobedience, accident, fire, explosion, flood, storm, or other such weather conditions.

16. **MISCELLANEOUS.**

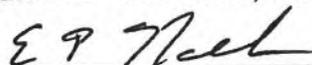
- (a) It is understood that this Agreement is one of rental and not one of sale.
- (b) In the event Lessee defaults in the performance of any of the terms hereof, or fails to make any payment when due, Lessor, in addition to any other remedy accorded by law, shall have the right to declare this Agreement terminated and shall have the right to enter upon the golf course premises and take possession of and remove the golf cars subject to this Agreement. Lessee shall pay all costs and damages incurred by Lessor, including reasonable attorneys fees and costs, in enforcing the terms hereof.
- (c) This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. The parties hereto further agree that any action on this Agreement brought in the Circuit Court, Cook County, Illinois and the undersigned specifically and expressly waives the right to transfer jurisdiction and venue to the Federal Court system.
- (d) Lessee agrees to pay to Lessor, replacement cost (parts only), for any option or accessories that require replacement during the term of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year first above written.

**LESSOR:**

NADLER GOLF CAR SALES, INC.

BY



ADDRESS:

2700 N. FARNSWORTH AVE.  
AURORA, IL 60502

**LESSEE:**

VILLAGE OF BARTLETT

BY

\_\_\_\_\_

ADDRESS:

228 S. MAIN STREET  
BARTLETT, IL 60103



# Agenda Item Executive Summary

**AGENDA ITEM:** Class C Liquor License Application **BOARD OR COMMITTEE:** Board

## BUDGET IMPACT

<b>Amount</b>	\$ N/A	<b>Budgeted</b>	\$N/A
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<b>Fund:</b>	<b>Corresponding Activity Measure:</b>
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## EXECUTIVE SUMMARY

Attached for your consideration is a Liquor License application submitted by Jala Krupa inc. This corporation is being purchased, so the new owner must reapply for a new Class C liquor license. The license permits liquor sales from 8:00 a.m. to 10:00 p.m. (Sun-Thurs) and until midnight on Fridays and Saturdays. Pending confirmation of ownership transfer by the village attorney, the license will be issued. The village attorney has reviewed and approved the Surety Bond and Insurance attached.

## ATTACHMENTS (PLEASE LIST)

Staff Memo Dated 04/07/2025  
 Class C Liquor License Application  
 Secretary of State Good Standing  
 Proof of Insurance  
 Surety Bond  
 Floor Plan  
 Lease  
 Business License Application  
 Liquor manager application  
 Basset Training Certificate  
 Background Check

## RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: N/A

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**MOTION:** I move to approve the Class C Liquor License application submitted by Jala Krupa Inc. pending proper documentation being submitted showing proof of the sale of the business.

Staff: Samuel Hughes  
Assistant to the Village Administrator

Date: 04/07/2025

# Memorandum

**To:** Scott Skrycki, Assistant Village Administrator  
**From:** Samuel Hughes, Assistant to the Village Administrator  
**Date:** 4/7/2025  
**Re:** Class C Liquor License Application

---

Attached for your consideration is the liquor license application submitted by Jala Krupa Inc. DBA. Suburbia Liquor at 885 S. Il. Rt. 59.

Suburbia Liquor is an established liquor store, but the corporation is being sold to a new owner so a new Class C liquor license must be created. The Class C allows for the retail sale of alcoholic liquor for purchase from 8:00 a.m. to 10:00 p.m. Sunday through Thursday and from 8:00 a.m. to 12:00 a.m. (midnight) Friday and Saturday.

Upon closure of the business sale, the former Suburbia Liquor, liquor license will no longer be valid. The village attorney will review the sales documents and confirm Anjna Patel is the new owner of the corporation. Once confirmed, the new liquor license would be released.

The appropriate Surety Bond and Certificate of Insurance have been submitted by the applicant. They have been reviewed and approved by the Village Attorney.

## Motion

I move to approve the Class C Liquor License application submitted by Jala Krupa Inc. pending proper documentation being submitted showing proof of the sale of the business.



Village of Bartlett, IL

April 9, 2025

### LQ-25-4

Liquor License

Status: Active

Submitted On: 4/9/2025

### Primary Location

885 S ROUTE 59  
BARTLETT, IL 60103

### Owner

BREWSTER CREEK L.P.  
8430 W BRYN MAWR AVE STE  
850 CHICAGO, IL 60631-3448

### Applicant

 Anjna Patel

  
Bartlett, Illinois 60103

## Business Information

Do you have or have you already submitted a general business license application?\*

No



Is this a renewal or new liquor license application?\*

New application

Name of Business (DBA)\*

Suburbia liquor

Entity Type\*

Corporation

Corporation or LLC Name\*

Jala krupa inc

Corporation Registered Agent\* 

Pankaj

Date Corporate Charter was issued\*

10/08/2010

List the total number of issued shares of common stock of the corporation

100

Business Phone Number\*

8476309313

Primary Business Email Address\* 

Anj 1918@yahoo.com

**Federal Employer Identification Number\***

\*\*\_\*\*\*9338

**Retailer Occupational/Sales Tax Number\***



**Nature of Business\***

liquor store

**Number of Employees\***

1

**Floor Plan** ⓘ



No File Uploaded

**Certificate of Good Standing\*** ⓘ



IMG\_9490.jpeg

**Articles of Incorporation\*** ⓘ



IMG\_9490.jpeg

**Have you or will you be applying for a video gaming license?\***

No

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## Corporate Officers

**Name\***

Anjna patel

**Residential Address\***



**Corporate Role\*** ⓘ

Director

**Birth date\***



**Percentage of total stock held\***

100

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## Additional Business Information

**Copy of Deed or Lease\* ?**



IMG\_9490.jpeg

**Certificate of Registration ?**



No File Uploaded

**Copy of County Health Permit\* ?**



IMG\_9490.jpeg

**Other Locations\* ?**

No

**Previous Addresses\* ?**

No

**Has your business license ever been revoked?\* ?**

No

**Criminal History\* ?**

Zero

**Municipal Violation History\* ?**

Zero

**Consumer Fraud Complaint\* ?**

Zero

**Specify the dollar value of goods, wares, and merchandise now on hand\***

300000

---

## Liquor License Application

Descriptions of the various liquor license types can be found at Barlett Municipal Code - Chapter 3. If you have additional questions, call 630-837-0800. Additionally, if you intend to offer video gaming, you must also request a combination of liquor license and Class V or VC. Information on these designations can be viewed in this ordinance.

**Type of Liquor License Requested\***

Class C

**Does applicant seek a liquor license on the premises as a full-service restaurant or video cafe?\***

Neither

**Has any manufacturer, distributor or importing distributor directly or indirectly paid or agreed to pay for this license, advanced money or anything else of value, or any credit (other than merchandising credit in the ordinary course of business for a period not to exceed 30 days) or is such person directly or indirectly interested in the ownership, conduct or operation of the place of business?\***

No

**Is the applicant engaged in the manufacture of alcoholic liquors?\***

No

Is the applicant conducting the business of an importing distributor or distributor of alcoholic liquors?\*

No

Has any Officer, Director, or Manager of said Corporation or any stockholder or stockholders owning in the aggregate more than five (5%) percent of the stock of such corporation, ever been convicted of any felony under any Federal or State law? \*

No

Has any Officer, Director or Manager of said Corporation, or any stockholder or stockholders owning in the aggregate more than five (5%) percent of the stock of such corporation, ever been convicted of a violation of any Federal, State or Local law within the last 10 years?\*

No

Has any Officer, Director or Manager of said Corporation, or any stockholder or stockholders, owning in the aggregate more than five (5%) percent of the stock of such corporation, ever been convicted of being the keeper of a house of ill fame, or of pandering or other crime or misdemeanor opposed to decency and morality? \*

No

Has any Officer, Director or Manager of said Corporation, or any stockholder or stockholders, owning in the aggregate more than five (5%) percent of the stock of such corporation, ever permitted an appearance bond forfeiture of any of the violations mentioned above?\*

No

Has the Corporation (Applicant) or any Officer, Director or Manager of said Corporation, or any stockholder or stockholders owning in the aggregate more than five (5%) percent of the stock of such corporation, made application for a similar license for this period for any premises other than those described above? \*

No

Is any law enforcing Official, Mayor, Alderman, Member of the City Council or Commission, Member of the Village Board of Trustees, or member of a County Board, directly or indirectly interested in the business for which license is sought? \*

No

Each applicant must designate at least one individual who shall serve as Liquor Manager for the applicant. Please supply the following information:

Name of Liquor Manager\*

Anjna

Home address:\*



Position held by the Liquor Manager in the business\*

owner



Has the Liquor Manager been finger printed for the purpose of this application?\*

Yes

Has the Liquor Manager been fingerprinted by the Bartlett Police Department?\*

Yes

Date fingerprinted:\*

03/16/2025

---

## Emergency Contacts

Please provide contact information of personnel that have keys to the business in case first responders need access to the building during non-business hours.

Primary contact\*

Shivam

Primary contact phone number\*



Secondary contact\*

Nilesh

Secondary contact phone number\*



AFFIDAVIT

Applicant does hereby agree to operate the aforesaid place of business in accordance with the policies, regulations, and ordinances of the Village of Bartlett now in force and any others that may be enacted during the duration of this license, and does hereby authorize inspections of the premises by the appropriate Village Departments and officials as may be required, and the Bartlett Fire Protection District, in accordance with Title 3, Chapter 1, Sections 3-1-1 through 3-1-17 of the Bartlett Municipal Code. I, the undersigned, hereby certify that the above statements are true and correct to the best of my knowledge.

I agree that my electronic signature is equivalent to a handwritten signature and is binding for all purposes related to this transaction\*

Anjna  
Apr 9, 2025

The business applying for this license has a  Certificate of Occupancy issued by the Village of Bartlett Planning & Development Services Department.

I hereby certify that as the applicant, I am the owner of the business.

# Business Entity Search

---

## Entity Information

<b>Entity Name</b>	JALA KRUPA, INC.	<b>Status</b>	ACTIVE
<b>File Number</b>	65109298	<b>Type of Corp</b>	DOMESTIC BCA
<b>Entity Type</b>	CORPORATION	<b>State</b>	ILLINOIS
<b>Incorporation Date (Domestic)</b>	08-24-2006	<b>Annual Report Year</b>	2024
<b>Duration Date</b>	PERPETUAL	<b>Agent Change Date</b>	07-08-2024
<b>Annual Report Filing Date</b>	07-01-2024		
<b>Agent Information</b>	NILESH PATEL [REDACTED] BARTLETT ,IL 60103-4558		

## Services and More Information

Choose a tab below to view services available to this business and more information about this business.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/9/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

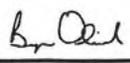
PRODUCER Olsick Insurance Group 50 75th Street, Suite 216 Willowbrook IL 60527-2393	CONTACT NAME: Amina N. Baker	FAX (A/C, No): (630) 325-0311	
	PHONE (A/C, No, Ext): (630) 325-9199	E-MAIL ADDRESS: amina@olsick.com	
INSURED Jala Krupa, Inc. Suburbia Liquor 885 S. Route 59 Bartlett IL 60103	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: United States Liability Insurance Comp		25895
	INSURER B: Illinois Casualty Co.		15571
	INSURER C:		
	INSURER D:		
	INSURER E:		

**COVERAGES** CERTIFICATE NUMBER: CL2492517152 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		GL 1264426	9/19/2024	9/19/2025	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability	X		LL115618	9/19/2024	9/19/2025	Each Common Cause 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Location: 885 S Rt 59 Bartlett IL 601103  
 The village, its local liquor commissioner, president, and board of trustees, all its elected and appointed officials, employees, and any volunteer while acting on behalf of the village and the licensee are named additional insureds. -30-day notification of cancellation applies.

<b>CERTIFICATE HOLDER</b>  Village of Bartlett 228 South Main Street Bartlett, IL 60103	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Bryan Olsick/ANB 

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CONTINUATION CERTIFICATE

The Ohio Casualty Insurance Company Surety upon:

a certain Bond No.: 999170620

Cross Ref Bond No.:

dated effective: April 4, 2022

on behalf of: Jala Krupa Inc.

and in favor of: Village of Bartlett

does hereby continue said bond in force for the further period:

beginning on: April 4, 2025

and ending on: April 4, 2026

Amount of bond: \$2,000.00

Description of bond: Liquor License

PROVIDED: That this continuation certificate does not create a new obligation and is executed upon the express condition and provision that the Surety's liability under said bond and this and all Continuation Certificates issued in connection therewith shall not be cumulative and that the said Surety's aggregate liability under said bond and this and all such Continuation Certificates on account of all defaults committed during the period (regardless of the number of years) said bond had been and shall be in force, shall not in any event exceed the amount of said bond as hereinbefore set forth.

Signed and dated on: April 2, 2025

Surety Name: The Ohio Casualty Insurance Company

By: Timothy A. Mikolajewski

Agency Name: Timothy A. Mikolajewski, Assistant Secretary OLSICK & CO INSURANCE AGENCY

Agency Address: 50 75TH ST, WILLOWBROOK, IL 60527-2393

Agency Telephone:





# POWER OF ATTORNEY

The Ohio Casualty Insurance Company

Principal: Jala Krupa Inc. Bond Number: 999170620  
Agency Name: OLSICK & CO INSURANCE AGENCY  
Obligee: Village of Bartlett  
Bond Amount: (\$2,000.00 ) Two Thousand Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint Timothy A. Mikolajewski in the city and state of Seattle, WA, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 1st day of August, 2024.



The Ohio Casualty Insurance Company

By: Nathan J. Zangerle  
Nathan J. Zangerle, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

STATE OF PENNSYLVANIA ss  
COUNTY OF MONTGOMERY

On this 1st day of August, 2024, before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal  
Teresa Pastella, Notary Public  
Montgomery County  
My commission expires March 28, 2029  
Commission number 1126044  
Member, Pennsylvania Association of Notaries

By: Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

**ARTICLE IV – OFFICERS: Section 12. Power of Attorney.**

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

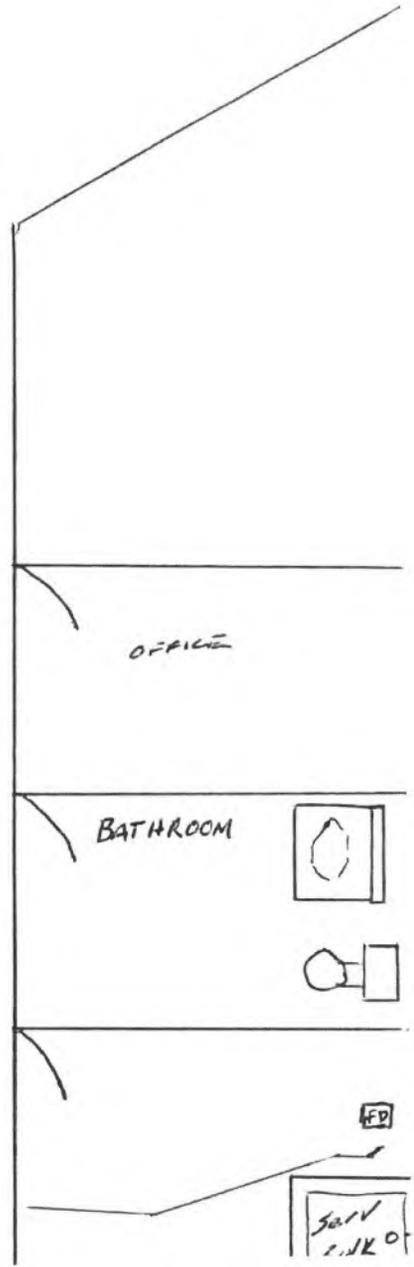
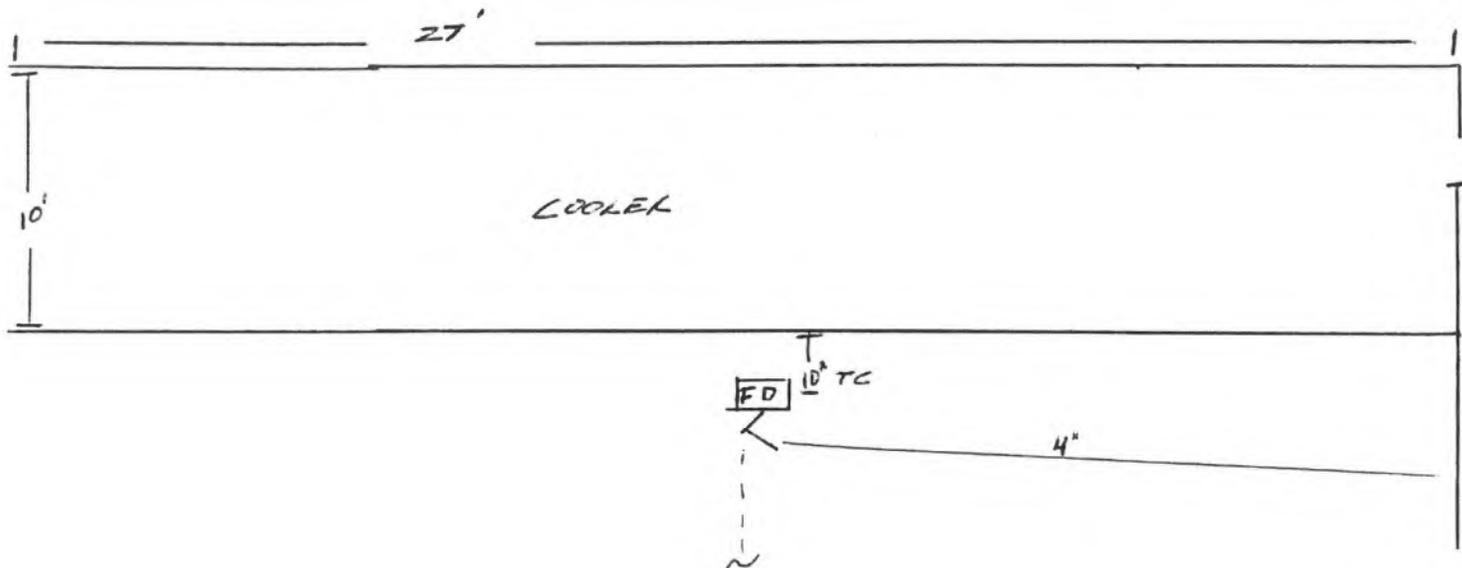
IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 2nd day of April, 2025.



By: Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

RECEIVED  
JUL 22 2003  
VILLAGE OF BARTLETT  
BUILDING DEPT.



**THIRD AMENDMENT TO LEASE**

This Third Amendment of Lease is dated 1-19, 2022 ("Amendment") by and between BREWSTER CREEK L.P., an Illinois limited partnership (the "Landlord") and JALA KRUPA, INC., an Illinois corporation (the "Tenant") d/b/a Suburbia Liquors.

**WITNESSETH**

**WHEREAS**, Chicago Title Land Trust Company, as successor trustee utta dated July 5, 1989 aka trust no. 114624 ("CTLT") and Suburbia Liquors, LLC ("Suburbia") entered into that certain lease dated February 20, 2003, as amended by First Amendment to Lease dated November 11, 2010 and further amended by Second Amendment to Lease dated February 1, 2015 (collectively the "Lease") for approximately 2,260 square feet of space (the "Premises") in the Brewster Creek Centre Shopping Center, Bartlett, Illinois (the "Shopping Center"); and

**WHEREAS**, Tenant has succeeded to Suburbia's interest in the Premises and the Lease pursuant to that certain Assignment of Lease dated September 26, 2006; and

**WHEREAS**, Landlord has succeeded to CTLT's interest in the Lease and the Shopping Center; and

**WHEREAS**, the term of the Lease expires on August 31, 2025; and

**WHEREAS**, Landlord and Tenant desire to extend the term through August 31, 2030 and to provide for certain other matters.

**NOW, THEREFORE**, in consideration of the mutual covenants set forth herein, the Lease is hereby amended as follows:

1. The recitals set forth above are restated by this reference. Except as specifically provided for herein, the meaning of certain capitalized words and terms used herein shall be the same as the meanings defined in the Lease.

2. **Extension of Term.** The term of the Lease is hereby extended for sixty (60) calendar months, beginning September 1, 2025 and expiring on August 31, 2030 (the "Extended Term") unless sooner terminated in accordance with the provisions of the lease.

During the Extended Term, Tenant covenants and agrees to pay annual minimum rent to Landlord, in monthly installments, in advance, as follows:

PERIOD	PSF	MONTHLY	ANNUAL
9-1-25 through 8-31-27	\$21.00	\$3,955.00	\$47,460.00
9-1-27 through 8-31-28	\$21.74	\$4,094.00	\$49,128.00
9-1-28 through 8-31-29	\$22.50	\$4,238.00	\$50,856.00
9-1-29 through 8-31-30	\$23.29	\$4,386.00	\$52,632.00

3. **Other Charges.** Tenant covenants and agrees to pay Landlord all other amounts due and payable by Tenant to Landlord in accordance with the terms of the Lease.

5. HVAC. Landlord will replace two (2) 3-ton HVAC units on the Premises at its sole cost and expense.

6. Except as otherwise provided herein, all other terms and conditions of the Lease shall be deemed to be incorporated herein and made part of this Amendment and shall continue in full force and effect. Tenant hereby represents and warrants that: (i) Tenant is the tenant under the Lease; (ii) Tenant has full authority to enter into this Amendment; and (iii) there exists no condition under the Lease that with the passage of time and/or giving of notice would constitute a default by Landlord under the Lease. The submission of this Amendment for examination does not constitute an offer to amend the Lease, and shall vest no right in either party. This Amendment shall become effective only upon execution and legal delivery thereof by Landlord and Tenant. This Amendment may be executed in more than one counterpart, and each such counterpart shall be deemed to be an original document.

7. As of the date hereof, Tenant has no offset, defense, claim or counterclaim, including, without limitation, claims to free rent, concessions, rebates or abatements in rent under the Lease and Tenant has no knowledge of any condition which could give rise to any offset or defense to the payment of rent or other charges under the Lease.

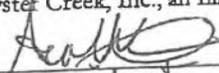
8. This Amendment may be executed in multiple counterparts all of which taken together shall constitute one executed original. For purposes of executing this Amendment, any signed document transmitted by facsimile machine or a PDF document transmitted by email transmission shall be considered as an original signature and shall be considered to have the same binding legal effect as an original document. At the request of any party, any document transmitted by facsimile or email shall be re-executed by the applicable parties in an original form, it being agreed that the failure by any part to so re-execute such document shall not affect the binding legal effect of such document.

*Signature Page to follow.*

IN WITNESS WHEREOF, Landlord and Tenant have executed this Amendment as of the day and year first above written.

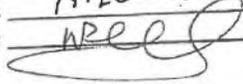
LANDLORD:

BREWSTER CREEK L.P., an Illinois limited partnership  
By: Brewster Creek, Inc., an Illinois corporation

By:   
Its: President

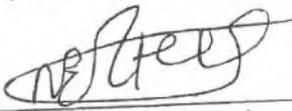
TENANT:

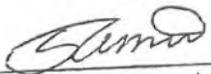
JALA KRUPA, INC., an Illinois corporation

By: NILESH B. PATEL  
Its: 

CONSENT

The undersigned, as the guarantors of Tenant's obligations under the Lease pursuant to that certain Guaranty dated September 26, 2006 (the "Guaranty"), hereby consent to the execution of this Amendment by Tenant and agree that the Guaranty is hereby restated by this reference and deemed to be in full force and effect.

  
Niles B. Patel

  
Sanjaykumar A. Amin

March 31, 2025



Village of Bartlett, IL

**BL-25-32**

General Business

License

Status: Active

Submitted On: 3/26/2025

**Primary Location**

885 S ROUTE 59  
BARTLETT, IL 60103

**Owner**

BREWSTER CREEK L.P.  
8430 W BRYN MAWR AVE STE  
850 CHICAGO, IL 60631-3448

**Applicant**

Anjna Patel

Bartlett, Illinois 60103

**Business Information**

Name of Business (DBA)\*

Saburbia liquor

Entity Type\*

Corporation

Corporation or LLC Name\*

Jala krupa inc

Corporation Registered Agent\* ⓘ

Pankaj Patel

Business Phone Number\*

630 213 7252

Primary Business Email Address\* ⓘ

Anj1918@yahoo.com

Federal Employer Identification Number\*

\*\*\_\*\*\*9338

Sales or Occupational Tax Number\*



Nature of Business\*

Liquor

Does this business have a grease trap?\*

No

Number of Employees\*

1

Floor Plan ?



No File Uploaded

Certificate of Good Standing ?



No File Uploaded

### Corporate Officers

Name\*

Anjna Patel

Residential Address\*



Corporate Role\* ?

Director

Date of birth\*



Percentage of total stock held\*

100

### Additional Business Information

Copy of Deed or Lease ?



IMG\_9491.png

Certificate of Registration ?



No File Uploaded

Copy of County Health Permit ?



IMG\_9490.jpeg

**Other Locations\* ?**

No

**Previous Addresses\* ?**

No

**Has your business license ever been revoked?\* ?**

No

**Criminal History\* ?**

No

**Municipal Violation History\* ?**

No

**Consumer Fraud Complaint\* ?**

No

---

**License Fees**

Please select the business type(s) below that match your type of business. If you do not match one of the specific categories, please select "Retail/Commercial Establishment Not Listed Above".

Asphalt Plant

Automobile Service Station

Bakery - Retail

Bakery - Wholesale

Banking Institution

Barbershop

Billiard and pool halls

Bowling alley

Brokers (other than real estate and insurance)

Bus service company

Catering services and establishment

Central Station

Confectionery stores

Day nursery/nursery school

Dealer - precious metals

Dry cleaning plant

Dry cleaning retail outlet

Factory

Fish market

Florist

Food delivery vehicles and food dispensers

Fruit/Vegetable Stand - Year Round

Fruit/Vegetable Stand - Seasonal

Game room

Garage/Parking Lot

Grocery store

Hardware Store

Hotels and motel

Ice cream store/parlor

Ice cream vendor

Laundry (self-service coin operated)

Machine shop

Meat Market/Dealer

Mining operation, quarry or gravel pit

Mobile home park

Motor vehicle repair establishment

Pawnbroker

Redi Mix Plant

Restaurant/Carry Out

Scavengers

Stable

Vending machine

Retail/Commercial Establishment Not Listed Above



Total square footage of business premises\*

2700

### Additional Accessory Licenses

Will you have amusement devices on site?\*

No

Will you have vending machines on site?\*

No

Will you have a jukebox on site?\*

Yes

How many jukeboxes?

1

Will you be selling tobacco products?\*

Yes

Will you be serving or selling liquor?\*

Yes

Do you have an existing Bartlett liquor license?\*

No

If you do not have an existing Bartlett liquor license, you must submit a separate Village of Bartlett Liquor License Application

## Emergency Contacts

Please provide contact information of personnel that have keys to the business in case first responders need access to the building during non-business hours.

Primary contact\*

Shivam

Primary contact phone number\*



Secondary contact\*



Secondary contact phone number\*



## AFFIDAVIT

Applicant does hereby agree to operate the aforesaid place of business in accordance with the policies, regulations, and ordinances of the Village of Bartlett now in force and any others that may be enacted during the duration of this license, and does hereby authorize inspections of the premises by the appropriate Village Departments and officials as may be required, and the Bartlett Fire Protection District, in accordance with Title 3, Chapter 1, Sections 3-1-1 through 3-1-17 of the Bartlett Municipal Code. I, the undersigned, hereby certify that the above statements are true and correct to the best of my knowledge.

I agree that my electronic signature is equivalent to a handwritten signature and is binding for all purposes related to this transaction\*

Anjna Patel  
Mar 26, 2025

The business has a Certificate of Occupancy issued by the Village of Bartlett Planning & Development Services Department\*



I hereby certify that as the applicant, I\* am an owner of the business.

March 31, 2025



Village of Bartlett, IL

**LM-47**  
Liquor Manager  
Application  
Status: Active  
Submitted On: 3/26/2025

**Primary Location**

No location

**Owner**

No owner information

**Applicant**

Anjna Patel



Bartlett, Illinois 60103

**Statement of Liquor Manager**

**Name of Business\*** ⓘ

Saburbia liquor

**Business Address:\***

885 route 59

**Business Telephone Number\***

630 213 7252

**Liquor Manager Name\***

Anjna patel

**Home Address\***



**Previous address ⓘ**



**Home Telephone Number\* ⓘ**



**Date of birth\***



**Place of birth\***

India

**Social Security Number\***



**Drivers License Number\***



**State issued by**

IL

Have you been fingerprinted by the Bartlett Police Department for the purpose of this application?\*

Yes

🔗 Date fingerprinted?\*

03/26/2025

Have you ever been convicted of a felony under any Federal or State law in the last 10 years?\*

No

Have you been convicted of being the keeper of a house of ill fame, or of pandering or other Crimes or misdemeanors opposed to decency and morality?\*

No

Have you ever been convicted of a violation of any Federal, State or Local Liquor law?\*

No

Have you ever permitted an Appearance Bond Forfeiture for any of the violations mentioned in the questions above?\*

No

Has any license previously issued to you by Federal, State or Local authorities been revoked?\*

No

In what capacity are you employed by the applicant?\*

Supervisor

Give name of person who appointed you in your present capacity\*

Sam

Date of appointment

03/26/2025

List employer(s) for past five year, including business name, address, manager's name, and position.\*

Dovenmuehl corp  
Lake Zurich, IL

List all prior experience and education that you have in managing the sale of alcoholic liquor and/or in conducting any business which is similar in nature to the business which you will be engaged in pursuant to the application\*

No

How many hours per week will you be physically present at the premises to be licensed?\*

40

---

## AFFIDAVIT

Petitioner swears (or affirms) that he/she will not violate any of the Ordinances of the Village of Bartlett, including but not limited to the Bartlett Liquor Control Ordinance, or the Laws of the State of Illinois or the Laws of the State of Illinois or the Laws of the United States of America, in the conduct of the place of business described herein. The undersigned further swears (of affirms) that he/she shall conduct the business in a manner consistent with all representations made on this application and consistent with any representations made before the Local Liquor Commissioner.

By checking this box I agree to the above without reservation.\*

Anjna Patel  
Mar 26, 2025

---

## CORPORATION INVESTIGATION AUTHORIZATION/RELEASE

I hereby authorize the Chief of Police of the Village of Bartlett, or his designee, to conduct a background investigation, including the authorization to receive reports from other law enforcement agencies necessary to verify the information included in this application and to verify compliance of applicable Federal, State and Local law. I hereby release the Village of Bartlett, the Bartlett Police Department, and each of their respective Directors, Officers, Elected and appointed Officials, Agents and Employees from any and all liability which may arise as a result of such background investigation.

**By checking this box I agree to the above without reservation.\***

Anjna Patel  
Mar 26, 2025



# Certificate of Completion

This is to certify that

**Anjna Patel**

has diligently and with merit completed

**Off-Premise BASSET Alcohol Certification**

Completion Date: 03-26-2025

This temporary certificate is valid for 30 days.  
Download your official BASSET card at [mytax.illinois.gov](https://mytax.illinois.gov)

A handwritten signature in black ink, appearing to read "John Comly", written over a horizontal line.

John Comly  
President, CEO and Director

Certificate # 16474316

225 East Robinson St Ste 570  
Orlando, FL 32801



Est. 1892

## DEPARTMENT OF POLICE

# The Village of Bartlett



Police Department, 228 S. Main Street, Bartlett, Illinois 60103-4495  
Telephone 630.837.0846 Fax 630.837.0865

### POLICE DEPARTMENT MEMORANDUM 25-26

**DATE:** March 31, 2025  
**TO:** Paula Schumacher, Village Administrator  
**FROM:** Will Naydenoff, Acting Chief of Police *W. Naydenoff*  
**RE:** Liquor License Applicant

Fingerprint record checks for criminal history records have been completed on the following Liquor License Applicant:

Anjna Patel

Business: Suburbia Liquors (Owner/Manager)

The applicant's criminal records were checked through the Illinois State Police Bureau of Identification and Federal Bureau of Identification and were returned showing no criminal record.

There is no record that would disqualify her as an applicant under Illinois Law.

WN/kt

cc: Diane Czerwinski  
File



450th Nationally  
Accredited