



# VILLAGE OF BARTLETT COMMITTEE MINUTES March 4, 2025

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## 1. CALL TO ORDER

President Wallace called the Committee of the Whole meeting of March 4, 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, Economic Development Coordinator Tony Fradin, 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, Grounds Superintendent Matt Giermak Paul Petersen Food and Beverage Manager, Chief Pretkelis, Deputy Chief Rob Sweeney, Commander Kyle Rybaski, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giles.

## 4. STANDING COMMITTEE REPORTS

### C. FINANCE COMMITTEE, CHAIRMAN LAPORTE

#### 1. Review Proposed Budget (Police, Planning & Development, Admin, Golf)

Chairman LaPorte recognized staff. Chief Pretkelis from the Police Department started with their presentation first. He wanted to highlight some key police initiatives such as strengthening community partnerships, enhancing traffic safety, preventing and reducing crime, advancing recruitment efforts, and supporting professional development of employees.

Chief Pretkelis stated that in regard to Strengthening Community Partnerships, in addition to the Citizen Police Academy and Teen Citizen Police Academy, the police department participated in the inaugural 10-week First Responder Internship Program through the Alignment Collaborative for Education, in partnership with the Hanover Park Fire Department and Hanover Township Emergency Services. He stated that this innovative program provided 10 high school students from seven different high schools and three different school districts with hands-on experience, offering them valuable insights into careers in fire science and law enforcement. He went on to say that this program was presented at the DuPage Mayors and Managers Conference Municipal Innovation Celebration & Conference Business Meeting in September.

Chief Pretkelis stated that the police department took part in several fund-raising activities such as the Illinois Law Enforcement Torch Run, the Polar Plunge, and Cop on the Rooftop which raised over \$12,000 for special Olympic athletes. He went on the say just last weekend, Deputy Chief Rob Sweeney raised approximately \$4,000 on the last person standing ultra marathon. He went on to say that they take great



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pride in community engagement through social media platforms where they have almost 18,000 followers on their Facebook page and more than 5,000 followers on X formerly known as Twitter.

Chief Pretkelis stated that when it comes to enhancing traffic safety, the police department was honored to receive the 2023-2024 Illinois Traffic Safety Challenge First Place Award in the municipal police category for departments with 51-65 officers. This prestigious award recognizes efforts to address three key traffic safety priorities – occupant protection, speeding, and impaired driving. He stated that as a result, the police department received a \$5,750 scholarship from Northwestern University Center for Public Safety to attend five different essential traffic investigation courses.

Chief Pretkelis stated that last year, the police department conducted 7,896 traffic stops, made 78 DUI arrests, and issued 192 aggravated speeding citations to help keep our roadways safe. He went on to say that the police department collaborated with the Illinois State Police, Illinois Department of Transportation, and Illinois Commerce Commission Police on two joint truck enforcement initiatives, focusing on overweight violations and other commercial motor vehicle infractions to enhance roadway safety and compliance. He went on to say that at the end of August, the police department conducted its first-ever roadside safety check with the Streamwood Police Department. Officers from both departments inspected 703 vehicles, resulting in a couple of arrests for driving under the influence of alcohol. He stated that no motor vehicle crash fatalities were reported last year.

Chief Pretkelis stated that the police department was awarded \$28,245.40 for the October 2023 – September 2024 grant period and \$32,466 for the October 2024 – September 2025 grant period to target intoxicated and distracted driving, speeding, and occupant protection violations. He went on to say that the police department upgraded its aging in-car mobile video cameras with the help of a \$106,762.56 grant from the ILETSB In-Car Camera Program.

Chief Pretkelis then discussed Preventing and Reducing Crime. He stated that last year our police department was dispatched to 14,247 9-1-1 calls for service and initiated 23,858 calls for service. He stated that in 2024, the Part I and II crime rate was 2.2, which is an 8% decrease from 2023. He went on to say that Part I crimes are serious crimes that are reported to law enforcement, while Part II crimes are less serious crimes. The FBI's Uniform Crime Reporting (UCR) program uses these categories to measure crime in the United States.

Chief Pretkelis stated that the police department's full-time social worker provides short-term counseling and connects residents with valuable community resources such as housing assistance, food programs, mental health services, and substance abuse treatment. Last year, she managed the diversion and redirect programs in addition to 279 referrals, reflecting a 42% increase from the previous year

Chief Pretkelis then discussed Advancing Recruitment Efforts and stated that the police department's authorized strength is 63 sworn officers. He went on to say that they are currently short three officers but aim to reach full staffing for the first time since the 2021/2022 budget. He stated that 181 individuals submitted applications for the police department's police officer testing process. He then discussed that they have re-established our internship program and currently have two interns from Western Illinois



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University. He went on to say that they partnered with Northern Illinois University to help their students with career-related mock interviews.

He stated that in November, the police department offered interested police officer applicants a FREE 3-night Police Academy Preview, providing an insider's look at the dynamic activities that shape our officers, including: The Peace Officer Wellness Evaluation Report (POWER) test, Defensive tactics scenarios, Realistic traffic stop simulations, and Hands-on live firearm familiarization. He went on to say that two of the individuals who participated are on the final police officer eligibility list and another individual is currently attending the Suburban Law Enforcement Academy.

Chief Pretkalis then discussed Supporting the Professional Development of employees. He stated that the police department dedicated 16,364 hours to training for sworn and non-sworn personnel. Community Service Officer Mark Doyle was assigned as the Property Control Custodian/Court Liaison Officer. Detective Ayesh was assigned to the MCAT Investigations Team while Officer Abdelhadi was assigned to the police department's traffic unit. Margret Milos was assigned as the police department's accreditation manager. Officer Gray was assigned to the MCAT STAR Team, Detective Villareal was assigned to the MCAT Forensics Team, and Officers Tate and Grazba are currently undergoing the selection process to join the DuPage County MERIT SWAT Team and the NIPAS Emergency Response Team.

He stated that overall, our proposed budget has increased by 6%, mostly due to higher personnel costs, pension obligations, vehicle setup expenses, and the reallocation of service agreement costs from Central Services. He went on to say that the police department is requesting to utilize \$332,609 in equitable sharing funds for DACRA, police leadership training, license plate readers, training room tables in the capital outlay and MVRs, Body-Worn Cameras, Taser 10, and License Plate Readers in the service agreements. He stated that there are no changes to the police department's authorized staffing of 63 sworn police officers and 18 non-sworn officers. It has remained the same since the 22/23 budget.

He turned over the presentation to Commander Kyle Rybaski, to provide an overview of the police department's Capital Outlay Request Detail. Commander Rybaski stated that the first capital item to present was the replacement of two patrol vehicles and a 2012 court liaison vehicle. He stated that all three vehicles meet the criteria in the vehicle replacement guidelines and evaluation form that ensures the replacement qualifies based on factors like their engine hours, high mileage, and high repair costs. (The court liaison vehicle for example needs over \$7,500 worth of repairs to the engine, brakes, shocks, and axles)

The second item presented was DACRA Tech Software (funded out of Equitable Sharing). He stated that DACRA is a software system that would replace the village's outdated local adjudication database. DACRA is a game-changer for our operations for improving efficiency and obtaining accurate data. Right now, officers handwrite citations for violations in Cook and Kane counties, and clerks spend valuable time manually entering that data. With DACRA, officers can issue electronic citations across all three counties, eliminating the purchasing of ticket books, and reducing errors caused by handwriting. This means faster, more efficient processes for both officers and records clerks. He stated that DACRA is a solution that benefits multiple departments, including IT and Planning & Development. Right now, we're juggling five different databases to manage parking, warnings, and local ordinance citations across three counties. This



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system simplifies everything by consolidating it into one platform, making operations more efficient, reducing errors, and improving collaboration between departments. He went on to say that we are one of the last agencies to move to this system in our area.

Commander Rybaski stated that they are in need to replace 24 Printers for patrol vehicles which is also funded out of Equitable sharing. He stated that our current squad printers are reaching the end of their service life, with product support no longer available. He went on to say that these printers are compatible with DACRA and essential for issuing electronic citations and meeting traffic crash reporting requirements.

Commander Rybaski then presented the next item which was to Digitize Microfilm (micro Systems, Inc) current vendor. He stated that we currently have old police reports between 1978 and 1989 that are stored on microfilm. This company, who already stores these reports, will digitalize all of these old reports from microfilm to Laserfiche, eliminating the yearly storage fees we pay them. He stated that by digitalizing these reports, it creates a searchable database to ensure compliance with retention periods and expungement requirements. He stated that the village also completed this process several years ago and had great success.

The next item that was discussed was Six Flock License Plate Readers- Funded out of Equitable Sharing He stated that since implementing license plate readers, we've had 36 success stories—helping us solve crimes, recover stolen vehicles, and locate missing or endangered individuals who might not have been found otherwise. By adding six more LPRs, we can cover most major exits from Bartlett, closing critical gaps in our coverage. This expansion will strengthen our ability to identify suspects, track vehicles stolen, and improve case solvability, ultimately making our community safer. He went on to say that last year, police responded to 62 hit-and-run incidents on these key roadways. Thanks to our license plate readers, we've been able to solve multiple of these cases, helping to hold offenders accountable and provide justice for victims.

He stated that with FLOCK, we have access to a vast network of nearly 17,000 license plate readers within a 500-mile radius, providing a powerful tool to aid our investigations. These LPRs have helped us safely locate numerous missing or endangered teens and adults who left their homes in a vehicle. They were also instrumental in finding a female victim who was kidnapped at knifepoint and later rescued in Indiana. We used LPR to investigate a subject who shot a firearm in the morning off of Newport Blvd from a moving vehicle. Due to LPR, we were able to identify the offending vehicle and make an arrest in the afternoon.

The next item discussed was Two Traffic Speed Counters. He stated that they are requesting 2 additional traffic speed counters to increase the amount of traffic studies, vehicle counts, and speed monitoring so we can conduct simultaneously to address multiple traffic related complaints. He stated that our traffic counters were deployed during the construction of the intersection of Rt 59 and W. Bartlett Rd. They were also utilized after receiving numerous traffic complaints along North Avenue and had great success explaining the findings to the residents and optimizing our deployment efforts to address concerns.

The next item discussed was 20 Training Room Tables with Power Sources – funded out of equitable sharing. He stated that the current training room tables don't have a power source and there are limited



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floor outlets available. We would continue to utilize our current tables and would provide the required seating for large size classes with these additional 20 tables. He stated that these tables are covered under the Government contract-Sourcewell for best price. He went on to say that many of the training classes we host require individual laptops/tablets. Without these tables, it prevents us from hosting certain classes that if allowed, we could send officers to them for free potentially saving us thousands of dollars in training fees.

He stated that these tables are used for our Emergency Operation Center and currently using several extension cords and to accommodate the needs of the members in the EOC. He went on to say that the training rooms are often utilized by the community for their trainings and meetings. It is used by the 4th of July Committee, School District U-46, Bartlett Raiders, Law Enforcement Records Managers of Illinois, and Cook County Emergency Management to name a few.

Commander Rybaski stated that lastly, they are seeking the purchase of an additional Pole Camera. He stated that currently, we have two pole cameras that we use for a variety of important purposes, including monitoring the 4th of July Festival, tracking drag racing or street takeovers, and supporting residential burglary investigations. These cameras are frequently in use, which is why we're seeking an additional one. We've tried borrowing cameras from other organizations, but unfortunately, their equipment either wasn't available or didn't work with our system.

He went on to say that these cameras not only record but also allow police personnel to access them remotely during active investigations. They serve as a strong deterrent against crime at special events, and they've already helped us make significant arrests, like the one on Vulcan for drag racing. In that case, the camera alerted our records clerk, who quickly notified patrol officers to respond, leading to the arrest. Expanding our camera network will further enhance our ability to monitor, deter, and respond to criminal activity in real time.

Commander Rybaski then turned it over to Deputy Chief Sweeney to discuss Professional Development. Deputy Chief Sweeney stated that Training and Development is an integral part of ensuring the village maintains a professional and effective police department. He stated that they are proposing an 11% increase in the professional development budget, but the entirety of that increase being funded through equitable sharing to send one command staff member to the Senior Management Institute for Police which is an executive level training course hosted by the Police Executive Research Forum (PERF) who is the gold medal standard in leadership development training. He stated that this is a 3-week training course in Boston, MA. He stated that over the last few years, they have sent several of our current command level staff to this training which has brought back programs such as ICAT de-escalation training, a focus on making positive community contacts and engaging the community through social media and assisting with adapting our recruitment and retention program for the current day applicant pool (\$13,500).

He went on to say that overall, they have a three-prong approach to our training and development program. They ensure our employees are trained to keep themselves and the public safe, conduct professional investigations, and obey and enforce the law. They ensure we are meeting state training mandates set forth in the Safe-T Act. We are currently at 100% compliance. They ensure we are preparing our employees for future roles or promotions (succession planning).



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Deputy Chief Sweeney stated that they accomplish this through two types of training. External Training which includes Conferences, Certifications (Juv. Ofc, ET, FTO, Drone Operator), Instructor Level Courses (Firearms, TASER, High Risk Traffic Stops, Tactics), and Online Courses (OLN, Police Law). He then went over Internal Training which includes In-House Training, Roll Call Training and Department Memorandums. He went on to say that both External and Internal training are required for the police department to accomplish our training goals and requirements.

Trustee Hopkins asked if our Police Department is aligned with what other communities do in regard to Professional Development and Training. Deputy Chief Sweeney stated that they do since the department is a part of Northeast Multi Regional Training where we pay a yearly fee to them and compete with other departments to attend those training courses, so the format of the training is the same. He stated that they send officers to train and NEMRT and those officers come back and teach the department internally.

Trustee Gandsey had a question for Commander Rybaski regarding the tables at PD, she wanted to know what happens to the tables we currently have and whether we would trade them in. Commander Rybaski stated we would keep those tables since they compliment the tables that we already have. He stated that it would allow for additional electrical hookups to do bigger trainings which would save us the department thousands of dollars.

Trustee Gandsey and Trustee Hopkins then asked about the printers in the vehicles, she asked if they actually print something physically. Commander Rybaski stated they print the receipt to give to the motorist and then the e-citation also gets sent electronically to the system so that they don't have to copy those existing tickets into their database which is time consuming and allows for human error.

Trustee Gandsey asked why one training was coming out of equitable sharing. Chief Pretkelis stated that that we are conservative with our use of equitable sharing since we have several budgetary items that have multiple year agreements.

Deputy Chief Sweeney then moved on to Professional Associations. He stated that they are requesting \$457 less than we did last year due mostly to a reduction in cost for the Cook County Children Advocacy Center. We have added no new associations. He stated that all of the included associations are utilized by police department staff as either a networking tool, a resource to compare policies and procedures with other agencies, or as a tool to assist with criminal investigations.

Deputy Chief Sweeny then turned it over to Commander Rybaski to discuss some key line items. Commander Rybaski stated that they saw a 40% increase in costs this year, primarily due to the transfer of several key expenses from the Central Services budget to the police budget. He stated that these include the building security system, the generator maintenance agreement, and the upkeep for our metal roof. This shift consolidates these essential services under our budget, ensuring better oversight and allocation of resources. He stated that with Equipment Rentals, there is an 11% decrease in costs due to eliminating the 4th of July scissor lift. He went on to say that with the utilization of the drone at the festival, it provides more mobile capabilities and better views.



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Commander Rybaski stated that with Advertising and Recruitment, they are requesting a \$500 increase to keep up with rising costs for recruitment materials and advertisement to our ongoing police officer testing process. He stated that this investment allows us to remain highly competitive in attracting and hiring the most qualified applicants. He then discussed Communications and DuComm, stating that they saw a significant reduction in our DuComm fees—down over \$25,000, from \$891,140 to \$865,774. He stated that this decrease came after the DuComm Finance Committee approved the allocation of over \$1 million from reserves, bringing the reserve balance down to 35% and distributing the savings across DuComm agencies. He went on to say that Chief Pretkelis, as a member of that committee, played a key role in advocating for this cost reduction.

Commander Rybaski then discussed Vehicle Maintenance. He stated that they are requesting a \$5,000 increase in vehicle maintenance costs, to account for rising prices in parts and labor. This adjustment aligns with the broader trend of increasing maintenance expenses. He stated that with Vehicle Set-Up, there is a 40% increase due to one additional patrol vehicle requiring equipment installation that could not be completed this year and will carry over.

Commander Rybaski then discussed uniforms. He stated that uniform costs have increased by 5% to accommodate the purchase of necessary equipment and uniforms, to outfit a new SWAT member joining MERIT. He then discussed Subscriptions and Publications and stated that there was a 32% decrease, largely due to the elimination of the Guardian Tracking software program. He went on to say that this system, which we used for an employee early warning system and was a CALEA requirement, became redundant after the release of new capabilities in our existing PStTracker program. He stated that they were pleased to discover that their equipment inventory/PStTracker software now includes this feature at no additional cost as part of our subscription.

Commander Rybaski stated that Automotive Supplies had Decreased by 9% or \$13,200 because the projected cost of gasoline went down. He stated that in regard to the Police and Fire Commission, in an effort to stay competitive, we eliminated recruitment application fees for our police testing process. He stated that as a result, they saw a record-high turnout of applicants with other agencies inquiring what our secret was jumping from an average of 60 to 70 applicants to 180 applicants. He went on to say that when compared to other local police departments, this was one of the highest turnouts that any agency near us has seen. He went on to say that offering free applications is becoming a growing trend, and they believe this change will allow them to conduct testing just once a year instead of three times, ultimately saving us costs in the long run. However, the adjustment, along with the increase in the number of applications received, has led to a 30% increase in costs.

Trustee Gunsteen asked about the flock and whether the added six is the \$28,000 annual fee that's in the budget inclusive of the six additional service contracts. Commander Rybaski stated that it would be in addition to that cost. Trustee Gunsteen wanted to clarify what that number would be next year, Commander Rybaski stated that it would be \$21,000 out of equitable sharing.

Trustee Gandsey asked if there was anything within the Strategic Plan that they would be more focused on. Chief Pretkelis stated that he went over some of the highlights that they likely aren't as familiar with. He went on to say that their focus will be creating safe events, notifying residents of various community



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activities via social media and press releases, as well as the First Responder Internship where they do a teen and a Citizen Police Academy where they have 16 high school students starting this coming Wednesday.

Village Administrator Paula Schumacher stated that one of the ongoing goals within the Strategic Plan is traffic safety while looking at our intersections. She stated this spring the department would be doing counts to see if the intersection changes at 59 and W. Bartlett achieved what we wanted by relieving some of the traffic on Naperville Road. She also discussed working the State on Route 25 and the high school to make sure those areas are safe when young drivers are headed to South Elgin but also Bartlett High school. She went on to say that those are some of the more long-term goals as part of the Strategic Plan.

Trustee Hopkins stated that last year they had discussed DuComm and exploring other options. He asked if there was any update. Chief Pretkelis stated that they reached out to Northwest Central Dispatch. He stated that they are doing a feasibility study to see if they can take on other agencies after which they will meet with their executive board to see if there's opportunities to take on other agencies such as theirs along with the fire district. Village Administrator Paula Schumacher stated that they are working with the Fire District to get them added as well. She went on to thank Chief Pretkelis for his efforts in trying to reduce costs and to research the possibility of being a part of Northwest Central Dispatch.

Planning and Development Services Director Kristy Stone then presented the department budget. She started out by highlighting the Planning Division. She stated that this year they adopted a Wayfinding Sign Plan which was a recommendation of the bicycle friendly community program. She stated that it was also a strategic plan goal as well. She went on to say that due to newer staff, this was something they were able to create in house whereas most towns outsource it and pay for a consultant to do it.

Planning and Development Services Director Kristy Stone stated they also adopted the Lake Street TIF this year and are currently actively pursuing a case for abandonment with 555 W. Lake Street. She stated that they have also been in talks with the property owner to demolish the four buildings located on the triangle piece. She stated staff are working with GIS and Economic Development to create a dashboard to track all the contacts they have with each of the properties. She stated they've also started implementing two of the ideas from Pitch Fest. She went on to say that she has a Planner that has gone through ordinances since the 1800's to map out which ones are bound to geographic areas so that they can click on a parcel and see what ordinances apply to it. She stated her Planners are starting to use the Bluebeam Software to do their own impervious calculations taking the task away from GIS which eliminates a step in the building permit process. She stated 43% of permits were issued within 24 hours of submittal, 72% were issued within a week. She stated that the building department reviews plans in house other than elevators and fire alarm. She stated they issued 6 new industrial building permits and 111 residential permits which were mainly in the Grasslands. She stated that Code Enforcement had over 1,000 code complaints that were closed out. 91% of them were corrected before they went to local adjudication. She went on to say that they started adding Business License verification as part of their process, they started looking at inoperable vehicles, as well as streamlining the process with their tickets.

Planning and Development Services Director Kristy Stone stated that looking at their budget for next year, they are looking at an increase of 3%. One of the current permit clerks is working towards certification to



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become a permit Tec which would allow her to review some of the permits allowing the plan reviewer to review some of the more complex pieces, further allowing the department to streamline their permitting process even more. She stated that just like Police mentioned, they are looking to use DACRA for Code Enforcement. The current local adjudication database that they use was designed by Kristy Stone in 2014. She stated that this upgrade would be a huge timesaver and would allow for almost no paperwork for staff prior to the adjudication hearings.

Planning and Development Services Director Kristy Stone stated that one of the big cost savings is reducing the budget for Plan review services. She stated previously they budgeted \$50,000 which they are cutting down to \$20,000 because staff is able to do it in house. She stated that there are no changes to Professional Development. She went on to say that the two conferences she will be attending are in Detroit Michigan and Effingham. She stated that almost all her staff are required to maintain different certifications that they are required to maintain for their positions. She stated most of their fees are due to registration costs versus travel. She went on to say that she doesn't think their budget changed at all on any of their associations.

Planning and Development Services Director Kristy Stone stated that the one request staff has is one car to replace two vehicles that they currently have since one of the cars is being given to Information Systems so that GIS has access to it.

Assistant to the Village Administrator Sam Hughes presented the budget for Administration. He referenced page 2, stating that the FY26 Administration Department budget reflects a 16% increase over the previous fiscal year, primarily due to transferring some services agreements from central services to Administration, and an increase in spending anticipated for the community relations and economic development incentives line items. He stated that he will explain in more detail when we get to the line-item detail section at the end. 3% without major changes.

He then referenced page 3, stating that the village continues to be a leader in municipal engagement on social media and the Daily Herald wrote an article on that topic in early October 2024. He stated that the village's bi-weekly newsletter is up to about 1,140 subscribers and has a 75% open rate which is significantly higher open rate than a standard bulk email.

He then referenced page 4, stating that they had another successful Merry and Bright event this year. He stated that despite it being a colder year than it has been, but the turn out was good, especially as we got closer to the time of the tree being lit. He went on to say that some of the changes this year included a story time hosted by the library, Santa and Mrs. Claus going up on the fire truck ladder to get the holiday spirit high enough to light the tree and additionally we were able to get a real tree with the help of Abbott to hoist it up and decorate. He stated that Cocoa Crawl continued to grow and included a record 37 businesses participating in this year, reflecting continued growth.

He then referenced page 5, stating that the We Belong in Bartlett' campaign launched this past summer. He stated that during the 4th of July parade, the village kicked it off in part; by giving branded t-shirts to spectators, A-5 conducted several photoshoots throughout the village including Bartlett Hills and many of our local businesses. He went on to say that they also had media buys with WGN and Fox including



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President Wallace being part of a short news segment about Small Business Saturday and WGN conducting a “Hometown Takeover” which included a video with interviews with community stakeholders and business owners. He stated that they also produced a longform commercial for our restaurant week in January. He went on to say that they will continue to implement Belong in Bartlett through advertising and marketing to the business community and our residents. He stated that the campaign in total returned nearly 1 million impressions including, likes, shares, views all combined.

He then referenced page 6, stating that the created a new Tax Increment Financing district along Lake St. this past fall, which will be a major focus for economic development staff over the next several years and we will look to use the TIF benefits to help attract developers. He stated that additionally the next steps will include the potential for an Oak Street realignment, creating a marketing plan and further conversations with the school district regarding Eastview Middle School and their site. He went on to say that in addition to TIF, the village has been able to successfully use sales tax rebates as an economic incentive in recent years. He stated that they have helped land More Brewing, Aldi, and the auto mall on Route 20. Additionally, the Ace Hardware rebate is expected to reach its limit this year.

Assistant to the Village Administrator Sam Hughes stated that further on page 6, the bike path underpass connecting the east and west sides of Rt. 59 is in the early stages. He stated that the village received a \$150,000 grant from Cook County for the engineering portion of that project and will additionally be applying for another Cook grant to help with the construction portion.

He then referenced page 9, stating that the museum has been providing entertainment for people of all ages throughout this past year including a walking tour based heavily on Bartlett’s tree history which helped to fulfill a requirement of our Tree City USA certification, as well as a partnership with More Brewing and the Chamber of Commerce to host some events at the village hall.

Assistant Village Administrator Scott Skrycki stated that another highlight of this year is the waste hauler program. He listed a few quick facts about this all-inclusive program stating that the 2025 rate shows that residents are paying just \$0.02 more than they were 10 years ago, and that does not include bundling. He went on to say that one aspect we often overlook is the sticker price and stated that to find a lower rate than what our residents are paying now, they would have to go back nearly a quarter of a century.

Mayor Wallace thanked Assistant to the Village Administrator Sam Hughes and stated that they would adjourn until after the board meeting. Trustee Deyne moved to adjourn which was seconded by Trustee Suwanski.

### 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 7:23pm.



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## ROLL CALL

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

ABSENT: None

## 3. TOWN HALL:

### **William Gabrenya, Fire Chief Bartlett Fire District**

Chief Gabrenya wanted to recognize and express his gratitude to the Fourth of July committee volunteers for their hard work, dedication, and commitment to making their annual celebration one of the best in the country. He stated that each year they dedicate countless hours organizing an event that brings the community together in the spirit of patriotism and pride, while coordinating logistics to ensure a family friendly atmosphere. He said that their efforts do not go unnoticed and thanked them for all that they do. He stated tonight he's here to discuss an important matter regarding the safety of the fourth of July celebration. He stated that as the Fire Chief alongside Police Chief Pretkelis, they have been entrusted with the responsibility of ensuring that this celebration remains safe, secure, and enjoyable for all attendees. He stated they take this responsibility seriously as both of them are subject matter experts in Public Safety who have dedicated their careers to this community. He stated their recommendations aren't based on personal bias but expertise, real world experience, and unwavering commitment to Public Safety. He stated their sole priority is to protect the residents ensuring that the event remains a safe and welcoming environment for all, as well as the safety of Police Officers and Firefighters.

Chief Gabrenya went on to say that over the past few years they have seen an increase in disruptive behavior and public safety concerns in the later evening hours. He stated their goal is to take proactive measures before a more serious incident occurs by modifying the carnival's operating hours. He stated by working together they can continue to host a 4<sup>th</sup> of July celebration that is safe, welcoming, and enjoyable for everyone.

## 4. STANDING COMMITTEE REPORTS

### A. POLICE AND HEALTH COMMITTEE, CHAIRMAN SUWANSKI

1. Proposal to Shorten the Bartlett 4<sup>th</sup> of July Carnival Hours on July 3 and July 5, 2025

Chairman Suwanski stated The Police Department is requesting that the Village Board shorten the Bartlett 4th of July carnival hours from 11:00 p.m. to 10:00 p.m. on Thursday, July 3, 2025, and Saturday, July 5, 2025, due to growing safety concerns stemming from an increase in juvenile-related incidents at the carnival. Many surrounding communities end their carnivals at 10:00pm.



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Police Chief Pretkelis stated that he had the opportunity to meet with the Trustees to express his concerns. He stated this isn't a personal decision and that he's been a part of this event for 24 years out of the 28 that he's been here. He stated this is a growing trend with an increase in juvenile instances even after implementing safety precautions. He stated his recommendation would be to close the carnival at 10pm on those two nights except for the 4<sup>th</sup> of July. He stated that this adjustment would not only align with the closing time set by a lot of other nearby communities for their carnival operations, it would also help reduce the number of juvenile related incidents that would occur in the carnival area.

Trustee Suwanski asked why we wouldn't shorten the carnival to 10pm across the board. Chief Pretkelis stated that they are working to be accommodating to the 4<sup>th</sup> of July Committee and the carnival. He went on to say that they are looking for a happy medium that focuses on the safety of the community. He stated that on the 4<sup>th</sup> of July itself, they tend to have a larger crowd which is why they are fully staffed.

Trustee Hopkins stated that they received an email from the 4<sup>th</sup> of July committee where they stated they are willing to accept the shorter hours which he stated he thought was fair.

Trustee Gandsey stated that she's glad they're having this conversation. She stated that this event is so important to the community. She thanked Public Safety for keeping the community safe and the 4<sup>th</sup> of July committee for making this a fun event for the community.

Trustee Deyne stated that he, like others on the Board, watched the bodycam footage, and was disturbed by what he saw. He stated that it's important to take note of these issues in order to keep members of the community safe.

Trustee LaPorte asked if the carnival could open an hour earlier to compensate for the loss on the back end and do some exciting events to bring people in so that we don't have to fund them. Trustee Suwanski agreed that was a great idea.

Mayor Wallace asked whether we were provided with any documentation regarding the amount that the Carnival was going to lose. Chief Pretkelis stated that until recently the carnival wasn't able or willing to provide that. He stated that just recently they received an email that indicated a \$2,000 amount.

Trustee Gandsey asked what the maximum amount we have given them is. Village Administrator Paula Schumacher stated traditionally \$12,000 is what we've given them. She stated that they did increase that amount during the pandemic. She stated that we have a matrix for civic contributions and the maximum for an event of this size is \$14,000. She stated that the costs to the village for the event is about \$10,000 for police and that does not include Public Works.

Trustee Hopkins asked what it would cost to have this event without the 4<sup>th</sup> of July Committee if it was just staff funded. Mayor Wallace and Trustee LaPorte stated it would likely fall to the wayside much like rib fest in Naperville. Trustee Hopkins stated he would still want an event like this to take place and that he was under the impression that the committee gets funding in a lump sum from the carnival regardless of rain or shine.



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Austin Hopkins came forward to provide some clarity regarding the contract. He confirmed that the contract is a flat rate rain or shine. He stated the vendor has been doing this for over 30 years, they usually only give a percentage versus a flat rate which we are lucky to receive. He stated the carnival has confirmed they would be in a \$2,000 deficit with shutting down early. He went on to say that while it might not seem like a large amount, this is money that the committee relies on. Mayor Wallace stated that he doesn't think the \$2,000 would be an issue to provide for the committee.

Trustee Deyne asked how open the carnival would be to close at 10pm all three nights. Mr. Austin Hopkins stated that he could certainly ask them as the contract is until 2026.

Trustee Gunsteen stated that emotions and passions are high on all sides regarding this issue. He stated collectively we have to focus on putting on this event that people come out for. He stated he appreciates the safety aspect as well as what the committee does, especially when it comes to the hours and family time that's given up making this event a success. He stated that as long as he's on this board, this event will not dissolve.

### **B. PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE**

#### **1. Water and Sewer Rate Study RFQ Review**

Chairman Deyne stated that as discussed at the February 4th Committee of the Whole Meeting, the Village is looking to complete a formal study to determine appropriate sewer and water rates to properly fund existing and future operational and capital needs. The study will also look into implementing a stormwater funding source.

The draft Request for Qualifications (RFQ) is attached for the Board to provide comments, and so staff can ensure all questions or items the Board wants investigated are reviewed. Staff will implement any changes into the RFQ and plan to have a contract with the most qualified consultant at the May 6th Board meeting for approval.

The consultant will conduct the study, submit a report, and present their findings and data to the Board for future rate adjustments. No rate changes will be proposed until the study is complete and has been presented.

Public Works Director Dan Dinges stated they wanted to bring this to the board before they put this out before they seek requests from consultants that would do this study so that they can start. He stated the goal is to bring a contract to the board by the first meeting in May so that they can work on a study in the summer and fall. He stated the goal is to have rates, recommendations, and structure ready for capital budget discussions.

Trustee Deyne asked what type of firms they would be reaching out to. Public Works Director Dan Dinges stated they would be reaching out to both finance and engineering since this project involves both aspects. He stated a blend of both would bring about a good study to be discussed.



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Trustee Hopkins stated that we always discuss what neighboring communities are doing. He stated that other communities have a separate budget for their sewer treatment plant which is covered under one budget. He stated that this is something that he would like to see and have the take a look at during this study.

Mayor Wallace stated it would be a good idea to keep the theme of where we want the village to be lined up. He stated that's something that was brought up recently which he feels is a great way to explain things to residents in a common way.

Trustee LaPorte stated it would be great if the consultant could determine if it's water and sewer rates funding this project or if they're getting funding from a different budget to help fund those projects.

Public Works Director Dan Dinges stated that they will be looking at that along with what other grants might be out there for us to utilize as well.

Village Administrator Paula Schumacher stated that the work that GIS along with Public Works have done on asset management to collect data on the age, maintenance, and cost have really helped to peg that level of service that's needed.

### C. FINANCE COMMITTEE, CHAIRMAN LAPORTE

#### 1. Review Proposed Budget (Police, Planning & Development, Admin, Golf) continued

Assistant to the Village Administrator Sam Hughes continued with the Administration budget. He referenced page 10, stating that our social media measures have been steadily increasing and that we are at just about 30,000 total with the vast majority of that coming from our Facebook page. He stated that for a town of 41,000 people that is certainly quite a bit of reach and will continue to go a long way for us as far as getting the word out about events for example, and more serious posts regarding accidents or other emergencies.

He stated that we have no personal or capital requests. He then referenced pages 13-14, stating that these conferences are all unchanged from previous years besides the addition of the Illinois Public Service Institute for one employee. He went on to say that this is a training that a couple of employees from our public works department have already attended, and it comes highly recommended for local government-based leadership and supervisory training.

Assistant to the Village Administrator Sam Hughes then referenced page 17 stating that this is where most of the changes to our budget can be seen. He referenced the service agreements line item, stating that this increase comes from transferring items that were previously in central services to the administration department's budget, so they are all typical expenditures they were just not in this line item so that's why this is increasing. He stated that those expenditures include Code Red, Bartletter printing, and the Clarke mosquito abatement.



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He then discussed the economic incentives line item, stating that this 30% increase comes from the Bartlett Automall estimate. He stated that they have been seeing some pretty large jumps in their monthly sales, which is why they are increasing this estimate about 70% from last year which means a lot of cars are being sold in Bartlett. He stated that additionally, they are estimating the Ace Hardware sales tax rebate to cease this fiscal year.

He stated that the other large increase comes from our community relations budget. He stated that the majority of this comes from budgeting for an artificial tree for the Merry and Bright event. He went on to say that the tree would be about \$45,000 depending on potential sales incentives and be roughly 35 feet tall with a maximum height of 41'. He stated that on the civic group funding side, there are some small increases asked for from four of the civic groups totaling an additional 8,030. He stated that the Oktoberfest and Arts in Bartlett requests are over the suggested maximum amounts based on their expenses and the civic group funding matrix that was established, but it is only a suggested funding scale. He stated that last year Ignite the Courage was a first-time requester last year and requested \$8,000. He went on to say that this year they are requesting \$10,000.

Trustee Gunsteen asked why they are asking for \$10,000. Village Administrator Paula Schumacher stated that that event is growing in size and popularity from year to year and this is based on anticipation regarding attendance. Trustee Gunsteen stated that he was asking since this is a newer event that we're giving an extra \$2,000 to versus the 4<sup>th</sup> of July Committee that's been around for many years that's always been \$12,000 and could use that extra funding. Village Administrator Paula Schumacher stated that we budget based on what the requests are and that it is entirely at the Boards discretion. Trustee Gunsteen asked if the 4<sup>th</sup> of July has more of a financial impact and burden on staff and the police department than on the other events. Chief Pretkelis stated that it is significantly higher at the 4<sup>th</sup> of July fest.

Trustee LaPorte asked for clarification on the DuPage Mayor's Managers and Northwest Municipal Conference. Village Administrator Paula Schumacher stated that it is a big expense and our major lobbying and legislative arm. She stated it is what we use to keep abreast of the governor's budget, any legislation coming down, which allows them to be more effective on the broader issues such as pension reform etc. She stated the dues are based on population and that being involved in both these groups gives us opportunities for grant funding.

Trustee Gandsey asked a question referencing page 20 regarding the social workers. She was advised that it would be discussed at the next meeting.

Trustee Hopkins asked that in 2019-2020 the budget was 1.8 million and the proposed budget is now 3.4 million. He asked if that could be clarified. Village Administrator Paula Schumacher stated that when we reconfigured departments, it made sense to take out Central Services. She stated that it's been allocated to the departments. She stated those costs are calculated the same as under Central Services but now they're in the departments that are more responsible for them, but administration took the bigger hit. Also an increase is shown for additional tax rebate growth from the auto mall which is accounted for in the Administration Budget.



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Village Administrator Scott Skrycki presented the Golf budget. He stated a couple of the highlights from the season are looking at the event counts. He stated that staff project 40 large events which is a record. He stated that they are currently at 49 weddings, which is the second largest count for weddings in 15 years. He stated that food and beverage has accomplished is remarkable and that they've done it with one less full time equivalent. He stated they've been seeing record highs across the board. He stated they're looking on doing more driving range by offering additional bucket sizes, different price points including running a happy hour between 3-6pm. He stated the food and beverage revenues are expected to be 5% over the current budget. He went on to say that they are projecting record midway and beverage cart sales for the fifth straight year due to changes that were made to those operations. He stated they don't have a Saturday available until November for banquets.

He stated other highlights include the 100<sup>th</sup> anniversary in 2026. He stated they are working on rolling on several events to commemorate that. He stated they are also looking to grow their social media presence. He went on to say that they are working to rework their menu as well as pre-ordering while on the golf course. They are also looking into grilling over most weekends over the summer to increase those impulse buys that has led to their revenue.

He referenced page 174 highlighting that they hold all three wedding accolades, Zola, Wedding Wire, and the Knot. He stated they are also continuing the renovation of bunkers in house. They received several high quotes, but our staff has been able to accomplish this for \$17,699. He stated staff have been able to continue to develop enhanced menus including the casual package which has increased profit margins and is responsible for 23% of weddings. Paul Petersen stated that the Casual Package includes something less formal and inexpensive. He stated it gives a more informal presentation and the food that's served costs around half of the regular wedding package. Village Administrator Paula Schumacher stated that they've been able to recruit larger golf outings at a price point higher than the last couple of years which is attributed to the great reputation of Bartlett Hills.

Assistant Village Administrator Scott Skrycki stated that there were no personnel requests. He stated that there are two requests, one is a new golf cart fleet, and the other is shop fixtures and displays in the pro shop. Mayor Wallace asked if they swap out the GPS to go into the new carts, it was confirmed that it is correct. Trustee LaPorte asked if it was cheaper to rent them instead of purchase. The Assistant Finance Director Matt Coulter stated that this is a five year lease and for this budget they won't make any payment but will use the trade in for the current fleet. Trustee Gunsteen asked if they needed replacement right now. It was confirmed that there's usually 4 golf carts or so in the shop that the mechanic has to work on.

Trustee Hopkins wanted to clarify that we currently own the golf carts but now want to lease them. Assistant Finance Director Matt Coulter stated that it's a five-year lease to buy after which we own them. It was confirmed that's what we've done in years past. Mayor Wallace stated that seat comfortability makes a difference. Assistant Village Administrator Scott Skrycki stated that the presentation on the golf course allows them to raise their user fees as well. Trustee Gandsey asked about recording the expense. The Assistant Finance Director Matt Coulter stated that while they won't be making any payment next year, they still need to record it for budgeting purposes.



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Assistant Village Administrator Scott Skrycki stated that there are no changes to professional development or the golf program. He stated that on page 10 the golf carts are recognized on the bottom. Trustee LaPorte asked how we track the simulator revenue. Assistant Village Administrator Scott Skrycki stated that it's tracked within our rounds. Trustee Gandsey asked if we're taking out one of the awards that we applied for since that amount went from \$6,000 to \$5,000. Assistant Village Administrator Scott Skrycki stated that line item went down due to getting away from publications and moving towards social media. Assistant Village Administrator Scott Skrycki referenced page 14 which are back stands for the driving range which are about 20 years old.

Matt Giermak Grounds Superintendent then presented about Grounds maintenance. He stated that they have no requests for Personnel requests and capital outlay. He stated professional development has decreased 46% since they removed some local chapter monthly meetings. He stated that professional association has decreased 12%. He stated that with line-item details, some of the bigger increases are building maintenance material since they have to repair pin hole leaks in the fire suppression system and some tests and repairs to the well pump which is over 20 years old. He then discussed tree maintenance stating they need to remove over 20 dead trees that are a safety issue and are too big to remove on their own. He stated that the other major increase is building and grounds to seal coat the parking lot and repairing some spots on the golf course.

Trustee Gunsteen asked if they were going to replace some of the paths in house. Matt Giermak Grounds Superintendent stated that they are going to work with Public Works to complete some of the worth paths. Trustee Gunsteen stated there was no funding for reconfiguring the unused locker rooms in the building. Village Administrator Paula Schumacher stated they're getting pricing right now and have had an Architect come in to take a look at adding a grooms room much like they have a bride's room as an upcharge for events. She stated that with what was in the budget they have enough to cover the cost of the work. Food and Beverage Manager Paul Peterson stated that they're taking the bridal suite as it is and converting it into a two-sided space with vanities on either side; essentially double the space to accommodate bridal parties of 10-12.

Food and Beverage Manager Paul Peterson stated they have no capital outlay or personnel requests. He stated that they have the normal professional development detail of food handling and food service managers certifications. He stated that with line items for the restaurant, they have a zero percent personnel increase. He went on to say that they work very hard to pull off the work of five people as a group of 4. He stated it's a well-rounded team and their goal is that every phone call and lead or visit ends up in a deal of some type. He stated that under restaurants there's a 1% increase compared to what they have over budget. In regard to banquet, he stated there was no capital outlay requests. He stated that they believe they will be able to cut over \$10,000 off the estimate due to the casual package. He stated that they will be utilizing some of this revenue to utilize social media more.

Trustee Deyne asked on page 34 about a company listed and asked what it was. He was advised that it's a knife sharpening company that assists with knife sharpening and cutter sharpening for the kitchen. Trustee Gunsteen asked about the parking lot replacement and when that was coming up. Public Works Director Dan Dinges stated that they might do some patching, but the schedule is just seal coating this year to extend the life. Trustee Gandsey then asked about the trash enclosure being moved and if there



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was a plan for that space. Village Administrator Paula Schumacher stated that those outdoor ceremonies no longer overlook the dumpster. She stated they've looked at some things to provide that as a photo area. Food and Beverage Manager Paul Peterson stated that the golf course is very close to the clubhouse, and it was brought up using the putting green in that area or perhaps a gazebo on the path in that area. He stated that it is in the works to come up with a plan to rework that area. Trustee Gunsteen also brought up needing a roof and some point on that building. Assistant Village Administrator Scott Skrycki stated there was a hole repaired about two years ago but that it is nearing its life expectancy.

Village Administrator Paula Schumacher stated that the work that Matt Giermak Grounds Superintendent has done to naturalize some areas to beautify the course and cut down on the maintenance. She stated the work that the irrigation system does now is precise and gives the ability to save on a lot of water use. She went on to say that the other exciting news this summer is including Bartlett Hills in the internship program with the high school for mechanics and culinary students.

Mayor Wallace asked Matt Giermak Grounds Superintendent if everything has met his expectations now that the Irrigation has been installed. He stated that it exceeded his expectations, and they can control exactly where the water goes. He stated that the playability on the golf course will be outstanding moving forward. He stated they can now water the rough around the greens with this system which has made it very lush this year. He stated for the grounds department; they know the system ran the night before and don't have to spend an hour driving around identifying which heads are leaking etc. Trustee LaPorte stated that the big anniversary is next year. He asked if they should start setting some money aside to have an open house for kids and members of the community to come out. Assistant Village Administrator Scott Skrycki stated that it was something discussed during village institute day with the golf course and the anniversary is something they really want to lean into especially as a good marketing opportunity.

Village Administrator Paula Schumacher pointed out on page 39 all the numbers laid out on one page for all the divisions which was a request from the Board to make overall review easier Trustee Gunsteen asked about the lease for the golf carts and whether it was a zero-maintenance lease. Matt Giermak Grounds Superintendent stated they would still need to maintain them including oil changes etc. Trustee Gunsteen asked if there was an option for a zero-maintenance lease. Assistant Village Administrator Scott Skrycki stated they have not seen any like that.

### 5. ADJOURNMENT

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

### ROLL CALL VOTE TO ADJOURN

AYES: Chairmen Deyne, Gandsey, Gunsteen, Hopkins, LaPorte (remote), Suwanski

NAYS: None

ABSENT: None

MOTION CARRIED



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COMMITTEE MINUTES  
March 4, 2025**

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The Committee of the Whole meeting was adjourned at 8:43 p.m.

Jackie Cardoza  
Executive Assistant