



VILLAGE OF BARTLETT COMMITTEE MINUTES March 18, 2025

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 4th year in a row and the 8th 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 4th 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 Crow 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 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 possession 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



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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.



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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



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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 4th 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



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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