



VILLAGE OF BARTLETT COMMITTEE MINUTES May 6, 2025

1. CALL TO ORDER

President Gunsteen called the Committee of the Whole meeting of May 6, 2025, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 8:32 p.m.

2. ROLL CALL

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

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Human Resources Director Janelle Terrance, Assistant to the Village Administrator Samuel Hughes, Finance Director Matt Coulter, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Civic Engineer Nick Talarico, Planning & Development Director Kristy Stone, Food and Beverage Manager Paul Petersen, Acting Chief Naydenoff, Deputy Chief Rob Sweeney, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giles.

3. TOWN HALL: None

4. STANDING COMMITTEE REPORTS

A. FINANCE COMMITTEE, CHAIRMAN LAPORTE

1. Presentation and Discussion of Compensation, Classification, and Benefits Study

Trustee LaPorte stated that the Village of Bartlett engaged MGT Consulting Group to conduct a comprehensive Classification and Compensation Study to ensure our compensation system is fair, competitive in the labor market, and internally equitable. The study provides a data-driven foundation for updating job classifications and aligning pay structures and benefits with industry standards and comparable municipalities.

Summary of Key Benefits:

- Improved Recruitment and Retention: A modernized pay structure positions the Village to better attract and retain qualified, high-performing staff in a competitive labor market.
- Increased Equity and Transparency: The study promotes fairness and consistency by establishing clear guidelines for job classification and compensation, reducing the potential for internal disparities.
- Strategic Workforce Planning: The recommendations support long-term planning efforts by aligning staffing needs, role clarity, and budget development with organizational goals.
- Operational and Fiscal Responsibility: The proposed pay structure balances market competitiveness with financial sustainability, reflecting responsible stewardship of public resources.



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Trustee LaPorte stated that staff recommends the Board accept the final draft of the Classification and Compensation Study and support the implementation of MGT's recommendations, which will be shared in a PowerPoint presentation by our project manager, Katy Yee.

Human Resources Director Janelle Terrance introduced Ms. Katy Yee then from MGT Consulting, who then presented regarding the Classification and Compensation Study.

Trustee Hopkins wanted clarification where it said current salary ranges and proposed salary ranges, if there was nothing filled out did that mean that the salary is on the higher end. Ms. Yee stated that all the positions within that proposed grade fall within the ranges listed. Trustee Hopkins asked if this year or next year those employees would get pay raises or whether they would be frozen. Village Administrator Paula Schumacher advised that on the second page of the memo attached, it shows 13 employees that would need to be adjusted upward to meet the minimum range and that they are recommending that adjustment be made in the next fiscal year. Village Administrator Paula Schumacher stated that there are also five positions that are above the market rate and that they are recommending that those be frozen. She went on to say that those positions would still be eligible for a merit bonus that is not compounded onto their salary until such a time that their salary has caught up to that range.

Trustee Hopkins asked how we would figure that out and whether another study would be done. Village Administrator Paula Schumacher stated that as we do COLA increase, the ranges change. Human Resources Director Janelle Terrance stated that each year when the Cost of Living adjustment is approved by the Board, the ranges that are established get adjusted by that set amount or that percentage. She went on to say that those ranges would be adjusted at the top end of the rate for each of those positions. Village Administrator Paula Schumacher stated that the total for the five positions currently above the market rate has a combined amount of \$60,783. She went on to say that it won't take long for those positions to catch up stating that the freeze would begin next fiscal year and will continue until those ranges match up with those positions.

Mayor Gunsteen wanted to clarify that the data between the two positions is about \$4,000. Human Resources Director Janelle Terrance stated that was correct. Trustee Suwanski asked how we would determine bonuses for those five positions that are over. Ms. Terrance stated that there's different dollar amounts that they can receive as a bonus, so if an employee receives an overall superior rating on their performance evaluation, they're eligible for a \$1,250 bonus, if they receive an exemplary rating, they are eligible for a \$1,000 bonus. Trustee Suwanski asked if the Department Head completes the evaluation. Ms. Terrance stated that the supervisor completes the performance evaluation, after which the Department Head and Ms. Terrance review it. Trustee Hopkins asked how that differs from the current plan. Ms. Terrance clarified that this is how the current plan works. Mayor Gunsteen wanted to confirm that any employee who is at the top of their range is only eligible for a bonus, Ms. Terrance confirmed that was correct. Trustee Suwanski wanted to verify the most that a position would ever pay. Mayor Gunsteen stated that we were in the 60th percentile, which was confirmed by Ms. Yee. Mayor Gunsteen asked what percentage we were at prior to the study, Ms. Yee stated that they went with the 60th percentile because it looked like that was where the Village's pay was landing when they looked through the data. Human Resources Director Janelle Terrance stated that historically we've always tried to be just



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above average because we want to incentivize current employees to stay and then also be competitive in the market when we go out to recruit for certain positions.

Trustee Gandsey asked if there was anything that the group found surprising or if there was maybe a position that existed here that wasn't elsewhere or vice versa. Ms. Yee stated there was nothing that stood out except for the fact that the part-time positions here were not offering any part-time benefits in comparison to other communities that were. Trustee Gandsey asked if this study provided a rubric if we were to hire for a different position that wasn't listed here. Ms. Yee stated that they provided human resources with a classification and compensation guide, so that if a new position is created or a position changes over the years, then human resources can go ahead and fit that position based on the job analysis. She went on to say that as part of the agreement with MGT, she will be available for consultation for up to one year at no charge. Trustee Hopkins asked Human Resources Director Janelle Terrance what she got out of this survey. Ms. Terrance stated that we do want to start offering our paid part-time employees paid time off and that she made some recommendations in her memo. She stated that the evaluation also showed that they are right where they need to be minus a few positions that were on the high end. She stated that she does an analysis every year regarding this. Ms. Terrance stated that she's most excited that they have a tool for moving forward and it's a methodical tool that we can use for analysis of any position that we want to hire for or if we decide to restructure a position. She also thanked Ms. Yee along with the MGT team for their efforts with their assistance in putting this together.

Trustee Gandsey asked how they would be handling communicating this to staff as it might cause some anxiety about interpreting the information. Village Administration Paula Schumacher stated that she and Ms. Terrance met with each of the employees who are on the high end of the scale who they are recommending being frozen. She went on to say that she felt it important to have those discussion face to face. Ms. Schumacher stated that this has been brought to the board as a discussion item on the committee, so they have been reluctant to do broad messaging. She stated they wanted to be sure that they are reflective of what the board wants when they put out broad messaging. Mayor Gunsteen stated that this isn't time sensitive because this would be for the 2026 fiscal budget, Ms. Schumacher confirmed that was correct. Mayor Gunsteen stated that they have time to bring this back before the board again to discuss it after looking at it in further detail since there was a lot of data presented. Mayor Gunsteen thanked Ms. Yee for her time and efforts as well as her presentation. Mayor Gunsteen stated they should hold off presenting anything to staff until they bring it back to discuss further.

B. PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE

Trustee Deyne stated they were going to be discussing the renovation of the Bartlett Hills locker room. He asked Assistant Village Administrator Scott Skrycki to go over those plans for the board. Mr. Skrycki stated that before the board, there are plans to make what is currently non-functional use at the moment into a more functional space by creating a groom's space in the men's locker room. He stated that they also plan to expand the popular bridal suite space that they have at the same time. Trustee Gandsey asked if this renovated space would be specifically for weddings versus day-to-day use. Food and Beverage Manager Paul Petersen stated that the space will be specifically used for weddings. He stated that the plan is to add some mirrors, along with a TV, some upgraded furniture, a cooler and maybe some kind of



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games. He went on to say that just like with the bridal suite, it will give the groomsmen a space to hang out as well as take pictures before the event.

Trustee Hopkins stated that he had no objection to this proposal except that he doesn't agree with using BEDA funds. He stated that considering the revenue that comes in from Bartlett Hills, the funds should come out of the Bartlett Hills budget. He went on to say that that it's up to the board, but that expenditure should come out of their fund, and if they end up in the hole, the board will know that it was due to the renovation and that it would then come out of the general fund. Trustee LaPorte stated that he looks at this a little differently and that if it's done the right way, it will actually generate income. He went on to say that this is not something that has to be done today but if it is done the right way with a mancave, cigars, Bourbon, and well decorated, it will actually sell weddings. Trustee LaPorte stated that if designed correctly, it could also be used on a daily basis as a meeting room. He stated that he did not like the current design as it looks like a glorified hallway. Mr. Petersen stated that they can revisit the plans with the architecture and come up with some other options. Trustee Gandsey stated that the extra storage space might be unnecessary and not needed. Trustee LaPorte advised that they go on Pinterest to get some ideas, there's lighting, wood paneling, leather, barrels etc. He went on to say that we would need to look at the budget and how much we have to spend on this but that's something they can look at down the road especially if it makes us money. Trustee Suwanski stated that to Trustee Hopkins point, he just wants the accounting to come out of the right budget. Trustee Suwanski also asked if we could paint the dark wood beams to a lighter color in the banquet hall. Mr. Peterson stated that they just repainted over the winter but did not paint the beams, he confirmed that it's still dark wood.

Trustee LaPorte stated that we're on the right path, agreeing that certain things do need a refresh such as the green marble fireplace. He went on to say that it would be helpful to get an interior designer to give us some perspective with a fresh set of eyes. Trustee Hopkins stated that staff have stated that they are pretty much sold out. Mr. Petersen did confirm that there's no available Saturdays for the rest of the year. Mayor Gunsteen stated that he thinks this needs to go back to staff since we're on the right path. He went on to say that there are a few things that we need to discuss further such as the storage space of the hallway, accommodating a different entrance into the bridal suite, and putting together an interior finish that make sense. He went on to say that they need to establish a realistic budget to get everything completed and then get a breakdown of those numbers. Trustee LaPorte stated that we need to look at the bigger picture to complete this project the right way. He stated we need to look at how to make these spaces generate more income, such as an upsell package such as champagne for the bridal party, cigars for the groom etc. Trustee LaPorte asked how many weddings they can accommodate for the year. Mr. Petersen stated 49 for the year and that they are already four ahead for the next year, which means 53 right now. Trustee LaPorte stated that if we had 50 weddings and did an upsell of \$500, it would be \$25,000 a year, which means we would have this renovation paid off in two to three years.

Trustee Hopkins asked what the timeframe was for this project. Village Administrator Paula Schumacher stated that they are starting this project from scratch. Trustee LaPorte stated that he sees this as a winter project when things are slower, which will allow them to get the work done. Mayor Gunsteen reiterated that he believes they are on the right track to keep going and get a refresh done with a more realistic budget. Ms. Schumacher asked for an idea for the design budget so that staff have a better idea of those numbers. Trustee Gandsey asked who did the current design. Mr. Peterson stated it was Lindstrom



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construction who worked on the bridal suite, he went on to say that he's more of an architect not an interior designer. Trustee LaPorte stated that he would like to see the design use all four walls so that it's rectilinear and not just a fancy hallway. Mr. Petersen agreed that a long-term design is the way to go.

5. ADJOURNMENT

Mayor Gunsteen 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, Suwanski

NAYS: None

ABSENT: None

MOTION CARRIED

The Committee of the Whole meeting was adjourned at 9:22 p.m.

Jackie Cardoza
Executive Assistant