



# VILLAGE OF BARTLETT COMMITTEE MINUTES February 4, 2025

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## 1. CALL TO ORDER

President Wallace called the Committee of the Whole meeting of February 4, 2025, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:17 p.m.

## 2. ROLL CALL

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

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Assistant to the Village Administrator Sam Hughes, Assistant Finance Director Matt Coulter, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Planning & Development Director Kristy Stone, Paul Galvan Assistant Golf Professional, Chief Pretkelis, Deputy Chief Naydenoff, Deputy Chief Sweeney, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giles.

## 3. TOWN HALL: None

## 4. STANDING COMMITTEE REPORTS

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

#### 1. #2024-12 1350 Munger Road

Chairman Gunsteen stated that the petitioner is requesting to resubdivide 1350 Munger Road into two lots, site plan review of both lots and a variation to reduce the parking requirements for lot 1 in order to construct 149,000 square feet building immediately west of existing building.

He went on to say that the petitioner is also requesting to amend the previously recorded landbank parking agreement to extend the term for up to 80 years. The current agreement that was recorded for the entire property as part of Ordinance 2006-13 required that the owner install the 131 land banked parking stalls by June 2026. The Planning and Zoning Commission does not review the terms of the agreement, it is subject to the Village Board's Approval.

Chairman Gunsteen then turned it over to Planning and Development Services Director Kristy Stone. She stated that to summarize, Creative Works is the current tenant in LOT 2 for the existing building when they originally came through the approval process. The plans were to build a building addition to the West of the building. She went on to say that the property has now been sold, and the new owner would like to build a completely separate building on LOT 1. She stated that the previous approval included a variation to reduce the parking requirements, and that the petitioner is still proposing to put in to show the land bank parking. She went on to say that this was previously approved but because the legal



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description is changing, they have to go through the process again. She stated that to date, Creative Works has not needed to have these parking spaces installed, but if a new tenant were to come in, the Village would like the reassurance that those parking spaces could still be required to be installed at a later date.

Planning and Development Services Director Kristy Stone stated that the building to the West on Lot 1 would be oriented towards North and South with the loading docks on the east side of the building and passenger vehicles on the West side. She stated that it could be divided into probably up to three tenant spaces or a single tenant. She went on to say that staff want feedback on the land bank agreement and recommends that this be forwarded to Planning and Zoning for Public Hearing. She stated that the petitioners were here to answer any questions.

Chairman Gunsteen wanted to verify that the Land Bank Agreement would come right back to the Board. Planning and Development Services Director Kristy Stone stated that was correct.

Chairman Hopkins stated that he knew that we had a lot of trouble with parking over there since there have been previous discussions. He asked if that could be discussed further. Planning and Development Services Director Kristy Stone stated that it is mainly to do with other tenants or different properties that we have. She stated because of that, staff recommend that we enforce a new Land Bank Agreement. She went on to say that since this one expires next year, they want to make sure that in the event that another tenant comes in, they would have something that is more enforceable than what's in place right now.

Chairman Gunsteen stated if there were no questions, part of this would go to the Planning Commission and the other part would come to the Board.

## 2. Fees for Plan Reviews, Utility Connections, and Water Division Programs

Chairman Gunsteen stated that as part of the Village's strategic plan goal of maintaining checks and balances to ensure financial stewardship, staff has started evaluating the current fee structures in the Building Code, Chapter 9 of the Municipal Code and the cost of programs run by the Public Works Water Division. He went on to say that staff are proposing modifications to the Plan Review Fees in conjunction with building permits, utility connection fees for new construction and establishing water division fees for the cross-connection program and water shut-off process.

Planning and Development Services Director Kristy Stone stated that staff have been looking at some of our plan review fees which have not been updated in over 15 years. She stated that with their new online permitting software, they are able to track how many reviews they're doing on different projects. She went on to say that the way the code is written, we only charge electrical plan reviews and plumbing plan reviews on very specific permits, and it does not include every plumbing or electrical review that they do. She stated that every electrical review and building plan reviews are only charged for new construction. She went on to say that we do not charge those fees for a building addition and some of the alterations where they are looking at very structural details. She stated that because of that, staff recommend that we update the plan review fees. She stated that they have a new chart which is based on size, the square footage and breaking it down by residential and commercial.



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Planning and Development Services Director Kristy Stone stated that they are also requesting that we add engineering review fees for non-residential new construction building permits that are not part of a site development permit. For example, some of the properties in Brewster Creek when they come in for their site plan after they've reviewed the engineering, they're not collecting the fees to cover the cost for engineering review. She stated they would like to be able to collect those fees for those projects as well because we're trying to cover costs.

Chairman Suwanski stated that these are small increases and asked if they were sufficient. Planning and Development Services Director Kristy Stone stated they don't want to make the building permits too expensive because it deters people from going through the building permit process. She went on to say that they looked at what we charge for building permits overall, and they think that just this minimal increase is sufficient for the engineering fees. She stated that the engineering review fees are in line with what other communities are charging. She went on to say that they did a survey with Northwest Municipal Conference as well as DuPage Mayors and Managers to get these numbers.

Chairman LaPorte asked if there was type of safeguard measure to put in place, so we don't have to wait 15 years to raise fees again. He recommended maybe reviewing it annually or putting in a 1% increase. Planning and Development Services Director Kristy Stone stated that it is her goal to review every five years, that way they have a few years of data where they can see how much we're collecting and add the different types of development that we have in the village.

Chairman Gunsteen asked whether we were taking a deposit for engineering fees and drawing off that deposit almost like it's a retainer for new developers. Assistant Public Works Director Tyler Isham stated that we do that in the large-scale subdivisions for construction, inspection etc. they do. But in instances such as Brewster Creek they do not. Chairman Gunsteen asked if a developer comes in and we have to do an engineering review, what happens if their funding or financing falls through. Planning and Development Services Director Kristy Stone stated that they would charge this fee up front.

Chairman Hopkins stated that he thinks it's great that this was reviewed, and modifications were made which is definitely a step in the right direction. He went on to say that he is in support of these changes.

Chairman Suwanski asked about utility connection fees. Planning and Development Services Director Kristy Stone stated that they looked at residential ones as well as non-residential ones. She stated they do feel that the residential fees are really where they should be so they're not proposing any increase to the residential tap Ons. She went on to say that with non-residential, they currently charge by square foot which has been working to our advantage since they've had large projects in Brewster Creek and Blue Heron. She stated that the smaller buildings which are 5,000 to 20,000 square foot buildings, charging by square foot doesn't make sense. She went on to say that it would make more sense to charge by the actual size of the connection which is what they're proposing to do. That would be \$1,500 per inch of the water meter.

Chairman Gunsteen asked where they came up with the \$1,500. Assistant Public Works Director Tyler Isham stated that they came up with that number based on the DMMC survey results that were used for this study.



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Chairman Suwanski asked why the DuPage County side is more expensive on both residential and non-residential. Assistant Public Works Director Tyler Isham stated that's because DuPage Sanitary is treated at our plant versus those that are on the Cook and Kane County side.

Chairman Hopkins asked if on the Cook County side they have to pay a permit fee also. Public Works Director Tyler Isham stated that it was correct.

Chairman Gunsteen wanted to confirm that we were getting \$92,000 for a tap fee in an industrial building and now we're going to be reducing it to about \$6,000. Planning and Development Director Kristy Stone stated there would be only three to four buildings that are that size. She went on to say that they want to make sure there's something in place where we're consistently charging an amount whether that's based by square foot or meter size connection. Chairman Gunsteen stated that it seems like a pretty inexpensive water connection fee which means we're actually going to take in a lesser income. Assistant Public Works Director Tyler Isham stated in the short term that that's correct, but that most of the developments that they're going to see in the village going forward will be smaller. He went on to say that in the long term, they felt this was the way to go. Public Works Director Dan Dinges stated that if you have a 10,000 square foot building at the \$0.23 square foot rate, we'd be looking at \$2,300. He went on to say that the same 10,000 square foot building has a four-inch meter, for instance that's \$6,000 which means on the smaller buildings we'll end up getting more than we're currently getting.

Chairman Hopkins asked if we could add a tax if the building is over a certain square footage. Planning and Development Director Kristy Stone stated we could, it's just not something she's seen any other communities incorporate as it's based on connection size.

Chairman Gunsteen stated that this seemed a little light based on what's needed to maintain the water and sewer. Public Works Director Dan Dinges stated that it sounded like they were fine with doing 1500 per inch for smaller buildings but with a larger building they'd have to look and see how complicated that would be. Chairman Gunsteen stated that he would prefer to start now and have this be the new platform moving forward, but that he wants to make sure they're comfortable with the numbers and with the number of large buildings that we have left. Assistant Public Works Director Tyler Isham stated that with water connection fees, no matter how much we make them, they aren't going to make the difference as far as what's needed for the water fund since it's a one-time fee that they collect.

Chairman Hopkins stated that it's important that we don't raise the water and sewer rates on residential customers. He went on to say that residents have been hit and knew the cost was going up, especially as we're having more water main breaks. He stated we need to work on our infrastructure and that it's important that we focus on modifications that can be made to this or another funding source before we look to tax our residential customers. He went on to say that as Chairman Gunsteen mentioned, these are generous numbers even after the modifications compared to other municipalities.

Assistant Public Works Director Tyler Isham moved on to discuss water division fees and stated that those plan review fees haven't been reviewed in 15 years. He stated that our water turn on fee which is the fee we charge when there's non bill payment and they get multiple notices, then they get the shut down



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notice. The final step is to shut off the water. They are then required to pay the bill plus a \$30 fee after which Public Works staff go out to turn their services back on. He stated that these fees really aren't revenue generators, they're more to cover the current cost. He went on to say that this would cover the administrative costs as well as the maintenance crew who should be out doing work, they're supposed to do versus performing these shutoffs for non-payment. He stated the proposed numbers are based off surveys increasing the shut off fee or water reinstatement fee to \$100 as well as including a shut off notice fee of \$15. He then discussed the cross-connection program regarding the backflow device. He went on to say that it's an EPA State mandate that anyone who has an irrigation commercial building that have Fire Protection or a larger domestic, the purpose is to stop that flow from potentially getting back into the water system and right now we're not collecting any monetary payment from that even though it does take a lot of staff time to manage. He stated the recommendation would be a \$5.00 a month fee on those accounts. Currently there are about 1700 of them. He reiterated that this would certainly not be a revenue generator, but it would help cover the cost that we're spending doing it instead of the maintenance of the system.

Chairman Suwanski asked what determines who has those accounts with the devices. Assistant Public Works Director Tyler Isham stated it depends on the irrigation systems; he went on to say that residentially it's important to have one to prevent the flow from going back into the system.

Chairman LaPorte asked if the \$5.00 per month covers their cost and asked if it should be more. Public Works Director Dan Dinges stated with the 1700 accounts that it should cover the cost.

## B. FINANCE COMMITTEE, CHAIRMAN LAPORTE

### 1. Funding Source Option Overview

Chairman LaPorte stated that this was initially discussed at the November 5<sup>th</sup> Committee of the Whole Meeting, and discussed again with the Capital Budget in December, as an objective of many strategic plan goals, staff was directed to look into different funding source options that the Village could utilize to fund necessary capital projects. No water/sewer rate increases are being proposed at this time, but staff is looking for direction on a scope for a rate study so staff can begin reaching out to consultants. He stated that the different options we will be reviewing are a Municipal Motor Fuel Tax (MMFT), the Home-Rule Sales Tax and Stormwater funding. Staff will be seeking direction to implement these different funding sources (and if so, at what rate) for the upcoming fiscal years and implement them into the funding for future years of the Capital Improvement Program (CIP).

Public Works Director Dinges stated that back in November/December they went over asset management and the capital program where they approved year one of five. He went on to say that the overview showed that in year five we would end up running out of funds. The discussions also talked about the level of service and that the goal was to try to maintain service where we avoid outages, potholes, etc. which means we need to reinvest into the infrastructure. He stated they want to do a cost study program where they can look at water and sewer. They can look at the infrastructure involved with each of those utilities, which means they'll be looking at the pipes and pumps in the ground, the treatment facilities, and then put a value to that along with operation maintenance. Overall they will be looking at the value of the



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infrastructure, the age and condition of it, and then put together what the OM costs are in a capital program to sustain assets accordingly. He went on to say that in terms of water rates, they had discussed not impacting residential rates but looking at the non-residential rates to balance it out a bit. He stated they had also discussed looking at usage based on what some other towns had done previously. He stated that means that it doesn't single out residential versus non-residential, but high users versus lower users.

Mayor Wallace asked how many gallons a typical restaurant in Bartlett uses. Public Works Director Dan Dinges stated that very few were over 10,000. Mayor Wallace stated he likes the idea and thinks that it's manageable by the user. His only concern is having those smaller restaurants hit that number and exceed the cost.

Chairman Suwanski asked if we could break this out to industrial areas versus just local restaurants. Public Works Director Dan Dinges stated they definitely could do that. He stated it depends on how many employees that they have but did agree that they have some industries out there with a high monthly usage rate.

Chairman Hopkins asked what the cost of a study like this would be. Public Works Director Dan Dinges stated that if we do a full sewer and water cost at level service, it would be in the \$150-200,000 range. Chairman Hopkins asked what the goal was to have this completed. Public Works Director Dan Dinges stated the goal was to have it approved this spring for them to start and then have it completed next fall/winter in order to incorporate whatever the structure is into our capital and budget for the fiscal year.

Chairman Gandsey asked if we could start with non-residential first to see what those numbers look like. Public Works Director Dan Dinges stated that they can have the consultant look at both in order to determine if they can knock one option off first.

Chairman Hopkins stated he felt it important to look at all the information and have these conversations in order to make a competent decision. Chairman Suwanski wanted Public Works Director Dan Dinges to clarify his statement on this being needed for sewer but not water. He stated that the reason he said that is because of Cook versus DuPage, versus Kane County. He stated that he thinks doing more of a study on the sewer side so that they can reassess what we currently charge at the various County rates in sewer. He stated water is the same rate across the board right now.

Chairman Gandsey asked if we could give them information ahead of time regarding what our end goal is, for example trying to see if there's enough revenue on the non-residential side so that we don't raise residential rates. Public Works Director Dan Dinges stated that they have had conversations about this previously. Mayor Wallace stated that if he's looked at the numbers correctly, it looks like it's 80/20 which means it's not realistic to have all the burden fall on commercial.

Public Works Director Dan Dinges wanted to confirm that they're doing a full County look for sewer to make sure that they have those assessments. He stated that a separate rate for operating capital was brought up in regards to being on the utility bill. Chairman Hopkins stated that he thinks it's a good idea to communicate it with residents. He asked if that could be done internally. Public Works Director Dan



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Dinges stated that he would need to look at trying to figure out how our system would be able to incorporate it.

Chairman LaPorte asked if they would just be looking at water but also continue to talk about Motor Fuel Tax. Public Works Director Dan Dinges stated that this would be strictly looking into water and sewer.

Assistant Finance Director Matt Coulter stated that they were now moving on to general and MFT where he would provide a five-year projections for the fund balances so that they can get an idea of why we're looking into additional revenue for these two funds. He stated that at the end of the current year in April, our balance would be 23.8 million which is 10 million over the maximum fund balance policy of 13.5 million. He stated that at the end of fiscal year 2026, he estimates that the fund balance will be down 4.5 million which is based off the capital budget numbers. He stated that in Fiscal year 2027, he estimates that we're going down another 7 million which would bring our balance to about 12 million. He stated that at the end of Fiscal year 2028, we'd be down another 5.5 million that brings our balance to 6.6 million which would mean we'd be under our minimum balance fund balance policy which is under the minimum by 4.7 million.

Chairman LaPorte asked what occurred that we 9 million over? Assistant Finance Director Matt Coulter stated that a lot of it was COVID funds. Chairman LaPorte asked what our numbers were historically prior to that. Mayor Wallace stated that it has always been over the minimum and most of the time over the maximum over the last 10 years. Assistant Finance Director Matt Coulter stated that it's our capital; we haven't had this much money coming out of the general fund in the past. Mayor Wallace stated that there's some projects coming up that aren't usual, especially regarding the Country Creek project. He stated that's almost 8 million, some of these things weren't on our radar before which is why we're planning ahead.

Assistant Finance Director Matt Coulter stated that with Motor Fuel Tax, every other year we're budgeting 4.2 million for the MFT streetscape program. He went on to say that in fiscal year 25/26 our revenues and fund balance is going to go down by three million and then again in 27/28 we'll go down another 3.3 million. He stated that at the end of 28/29, the fund balance will be about 1.4 million, which means we'll be short.

Assistant Public Works Director Tyler Isham stated that they need to find other funding sources and that they were directed to look at some of the numbers from the DMM survey that other communities have implemented so that the full burden of the revenue source strictly on residents. Chairman LaPorte asked about the additional tax and where it appears on a bill. Assistant Public Works Director Tyler Isham stated it's strictly sales tax and that we're currently generating about 3.5 million which is where they're budgeting for next year on our home rule portion.

Chairman LaPorte asked what their proposal was. Assistant Finance Director Matt Coulter stated that they want to propose an additional 0.5% on top of the 1%. Chairman LaPorte asked why we wouldn't go higher and asked what other neighboring cities such as Schaumburg are doing. Assistant Finance Director Matt Coulter stated that he wouldn't mind going higher, but they would also have to consider the Cook County sales tax. Chairman LaPorte stated that we could also repeal it and lower the percentage by looking at the



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numbers annually to see where our taxpayers are. Village Administrator Paula Schumacher stated that when they put this proposal together, they didn't look at it as one tax, but more as a combination so as not to hit one sector really hard. Chairman LaPorte stated that once we figure out what we're doing with all the different sectors and categories, we need to justify why, which he stated we are doing based on the fact that our sewers are falling apart etc. in order to stay ahead of all the capital so that we can budget for what needs to be fixed down the road. He went on to say that he doesn't think this percentage will make much of a difference. He stated this is to help our infrastructure which is key.

Assistant Public Works Director Tyler Isham stated the next item is the municipal motor fuel tax which would be local tax that includes two sets of numbers. He stated there's one where the State strictly handles it where we could do three cents per gallon maximum and then the state would administer it and send us a check for it. He stated this would be their recommendation. He went on to say that the other option is where we would have to administer it and collect it which allows us to put more on it but would also be more of a cost to the Village to administer it. He then moved to stormwater which is being considered as a utility. He stated that they would be using a stormwater fee to help, and they would do that based on the meter size. That means the larger the building, the larger the meter which has a bigger impact on the stormwater system. He stated that Elk Grove Village does it this way. Their proposed fee would be a monthly fee which they would estimate to be about \$500,000 which would go towards the stormwater system culvert replacements, or the drainage program. Mayor Wallace asked if this would be a separate fund. Assistant Finance Director Matt Coulter stated that they would probably set up a storm water reserve within the general fund. He then went over the MFT we're they've added a sixth year without the additional municipal motor fuel tax, he stated that we'd be at a negative \$1,059,000. He went on to say that that might be where we would have to dip into the general fund to complete these street projects. He then went over implementing these and discussed possible dates to get the ordinances put together.

Chairman LaPorte and Mayor Wallace stated the sooner we put this together the better. Chairman LaPorte stated that we have to put what we need first. He went on to say that it's important that we're solid on what expenses will be taking place these next five years since they don't want to have to dip into anything five years from now since we didn't plan for it. He went on to say that he's a taxpayer who does not want raises taxes, but it's part of our infrastructure that we need to take into consideration and budget ahead for.

Public Works Director Dan Dinges stated that he wanted to remind everyone that what Matt Coulter discussed and presented was about Capital that we have been doing, which is the minimum. He went on to say that there's more work to be done and that's where we're looking at further opportunities that are out there. Village Administrator Paula Schumacher stated that this was a very significant step in the right direction and what we've been doing is playing catch up when everything is an emergency repair.

Mayor Wallace stated that this is a situation where we have to understand that we've got to put a lot of trust into our staff and that they're being as efficient as they can to get these improvements made and that we don't want to keep having these discussions over again versus trusting our staff to follow a 20 year plan. Chairman LaPorte stated that the other side of the coin is that as a group, we have to watch our expenses and see if we can get grant money to assist.



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Chairman Gunsteen asked how the storm water fee is collected. Public Works Director Dan Dinges stated that's something they're working on putting in place and that it would be a fee that impact everyone. He stated it would be a separate line item on the water bill. Chairman Hopkins asked if there were any residential customers with an inch and a half water service. He stated that some of the newer houses do have an inch and a half but that most are less.

### **5. ADJOURNMENT**

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

#### **ROLL CALL VOTE TO ADJOURN**

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

NAYS: None

ABSENT: None

**MOTION CARRIED**

The Committee of the Whole meeting was adjourned at 8:25 p.m.

Jackie Cardoza  
Executive Assistant