



# VILLAGE OF BARTLETT COMMITTEE MINUTES July 1, 2025

---

## 1. CALL TO ORDER

President Gunsteen called the Committee of the Whole meeting of July 1, 2025, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:24 p.m.

## 2. ROLL CALL

PRESENT: Chairmen Battermann, Deyne, Gandsey, Hopkins, LaPorte, Suwanski, and President Gunsteen

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Human Resources Director Janelle Terrance, Economic and Development Coordinator Tony Fradin, Assistant to the Village Administrator Sam Hughes, Finance Director Matt Coulter, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Planning & Development Director Kristy Stone, Grounds Superintendent Matt Giermak, Deputy Chief Naydenoff, Deputy Chief Rob Sweeney, Chief Ryan Conway, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giles.

3. TOWN HALL: None

## 4. STANDING COMMITTEE REPORTS

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

#### 1. CP #2025-03 Pulte

Trustee Hopkins stated that the petitioner is requesting a concept plan review for the single-family development on 19.75 acres located at the southwest corner of Route 59 and Lake Street. The concept plan identifies 28 single family lots. The four plans will range in size from 2300 square feet to 3826 square feet with three to four bedrooms. He went on to say that the development of the 19.75-acre property is subject to a consent decree entered in 1997. Town and country homes had previously submitted a preliminary PUD plan for Eagle Ridge subdivision that proposed the townhouses on this parcel. As part of the agreement, the parcel was to be rezoned and marketed for commercial use for 15 years before the village would consider an application for residential development.

Planning and Development Services Director Kristy Stone stated that this site is located at the Southwest corner of Lake Street and 59, and that there are some wetlands on both the West and East sides of the site, limiting some development potential. She stated that the petitioner is proposing to have an access point to the South for a future roadway stub and that there is a connection to Horizon Drive which is part of what this lot was originally designed for. She went on to say that the petitioner is proposing SR4 zoning with a reduced rear yard setback increasing the maximum impervious surface coverage from 40-45%.



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

---

President Gunsteen stated that he sees a park lot, he asked if that was a stormwater management area. Ms. Stone confirmed that it is a stormwater area and that once a project has gone before the Committee of the Whole, they are directed to contact the Park District to determine if they would want land or cash donations. She stated that it's then up to the Park District to work with the developer to determine which site would be donated. President Gunsteen asked if the storm water management area between lot 8 and 16 was mandatory per our code or whether the detention could be used on the back area where it's wetlands. Ms. Stone stated that this was due to the grading of the site based on how they have to divide up the stormwater.

Trustee Gandsey asked how this would contribute to the bike path. Ms. Stone stated that the connection being discussed is for Grasslands which are south of the railroad tracks. She went on to say that the petitioner is proposing sidewalks along those internal roadways and that if there ever were any connections where we would ideally want a crossing, it be further south if we could get a signal by Bay Tree.

Trustee Hopkins asked if this would need a public hearing, Ms. Stone confirmed that it would. Trustee Suwanski asked if this property was actively marked as commercial for the past 15 years. Ms. Stone stated that it's been an active commercial listing for as long as she can remember. Trustee Hopkins stated that he would like to see it commercial but under the circumstances, he agrees with this development. He went on to say that he will wait to make a permanent judgement until after the public hearing, but overall, he thinks this would be a win for the residents over there making it residential. President Gunsteen stated that getting a light at Bay Tree is a very important part of the village. He went on to say that in Bartlett's long-term plan, it allows us to get commercial at the light next to the self-storage and it has the ability to connect from 59 to those neighborhoods to ease up on the Lake Street connection points at Horizon Drive. President Gunsteen stated that it's almost impossible to get access to 59 that close to the exit ramp of Lake Street, and a commercial user would need to purchase the site ER1 and B4 to get that access if they were going to do commercial there to have access to 59. Ms. Stone confirmed that was correct.

Trustee Hopkins asked if the petitioner had anything to add. Mr. Matt Brawley was present and stated that he runs entitlements for Pulte home company in the Chicagoland area. He stated that if the board agreed to this use of land, they can proceed directly to the final plat zoning approval. Trustee Hopkins stated that he feels this is pretty straightforward and if there's anything we can do to expedite it for them, combing preliminary and final we should do it. Ms. Stone agreed that was the plan. Trustee Hopkins asked what the timeframe is on a development like this. Mr. Brawley stated that typically under a contract such as this, they would close in April. He went on to say that they could speed that up if things went well, but that April would be the tentative closing date of next year. Trustee Hopkins asked when they would start construction. Mr. Brawley stated they start the day after they close. Trustee Deyne asked about the storage facility and if there were any plans for those parcels north of the storage facility. Ms. Stone stated that the 10-acre parcel north of the self-storage is unincorporated. She went on to say that last year she objected to a plan for a self-storage facility on that property because we would never get a signal done at Bay Tree. She stated that the county listened to us and realized that's part of our plan. Trustee LaPorte asked if we would have to incorporate that space in order to develop it. Ms. Stone stated that ideally someone would have to come in and do an annexation agreement with us so that we'd be able to negotiate the terms of the agreement for that development. She went on to say that just one of those



## VILLAGE OF BARTLETT COMMITTEE MINUTES July 1, 2025

---

parcels was unincorporated. President Gunsteen wanted to confirm that the 23 acres directly South is incorporated into the Village of Bartlett is currently being listed or marketed. She stated that there's an additional 10 acres which is right up against the self-storage unit and that space is unincorporated. Trustee LaPorte asked what the other space South of Pulte is being marketed as. Ms. Stone stated that it's being marketed for commercial use and that if a light goes there, it will make it a great commercial corner. Trustee Hopkins asked Mr. Brawley what the last development they did in Bartlett was. He stated it was Eastfield that entailed 27 lots which they completed in 2022. He stated that they are capable of completed larger spaces than 27 or 28 lot subdivisions in Bartlett. Trustee Hopkins thanked him for being here to answer questions and stated that this would be sent back to the committee and then to a Public Hearing.

### B. FINANCE COMMITTEE, CHAIRMAN LAPORTE

#### 1. Presentation and Discussion of Compensation, Classification, and Benefits Study Conducted by MGT

Trustee LaPorte stated that this item This agenda item presents a recommendation for the Village Board of Trustees to direct staff to implement a new Classification and Compensation Plan, developed in partnership with MGT Consulting Group. The plan is the outcome of a comprehensive study designed to address internal equity and external market competitiveness, with the goal of enhancing the Village's ability to attract, retain, and motivate a high-performing workforce.

Trustee LaPorte stated that the proposed plan recommends an Open Range Merit Pay System, which allows for a performance-driven model that offers greater flexibility and aligns compensation with individual achievement. This plan also supports the goal of recruiting, rewarding and retaining motivated, high-performing employees. The new compensation plan restructures job classifications into 13 pay grades across four bands, aligning salaries with the 60th percentile of the market, ensuring competitiveness while maintaining fiscal responsibility.

Trustee LaPorte stated that implementation will be phased to ensure fairness and minimize disruption, with annual performance evaluations driving salary progression. The plan also includes a framework for ongoing administration, market alignment, and performance management to sustain its effectiveness over time.

He stated that staff recommends approval of the proposed plan and authorization to begin the phased implementation. Human Resources Director Janelle Terrance stated this item was presented back in May and that the board asked for time to review the plan and ask any questions. Trustee Hopkins asked what would be changing once this gets implemented. Ms. Terrance stated that currently our plan is 25 ranges which will be compressed down to 13 ranges. She went on to say that there is also a plan to implement paid time off benefits for the part time employees. She stated that in the survey that was conducted by MGT, the other communities that were looked at were all over the place, which is why we've come up with a plan to formulate these changes. Ms. Terrance stated this was a very thorough process which will provide us with a classification and compensation manual which is in the packet that the board currently has in front of them. Village Administrator Paula Schumacher stated that the employees that were placed



# VILLAGE OF BARTLETT COMMITTEE MINUTES July 1, 2025

---

under the salary ranges for their positions would be brought up to the new ranges and those that were over the salary ranges will be held where they are currently. She went on to say that those employees would still be eligible to receive a merit lump sum but that they would not receive a COLA increase.

Trustee Hopkins asked how many people would actually get a pay raise right away. Ms. Terrance stated that the Records clerk Staff along with two positions at the golf course (Events Coordinator and Assistant Grounds) fell within that range. Trustee Hopkins asked if any directors were within that range, Ms. Terrance stated they were not. President Gunsteen wanted to clarify that if an employee is at their cap whether they would just be getting their annual cost of living expense. Ms. Terrance verified that under the current pay structure, if someone is capped or at the top of their pay range, they're eligible for their performance merit bonus which is a lump sum bonus depending on the overall rating that they received. Trustee Suwanski asked what that range was. Ms. Terrance confirmed that if they receive an exemplary it's \$1,000 and if they receive a superior, it's \$1,250. President Gunsteen asked what the annual increase in cost would be to implement this for the Village. Ms. Terrance stated that cost would be \$60,000. President Gunsteen wanted to confirm if that amount also included cost of benefits or just the cost of salary. Ms. Terrance confirmed that it was just salary. Trustee Gandsey stated that this is a great tool to have in order to stay competitive and stay in line with what anyone is looking for at our village. Trustee LaPorte asked how long we have had the current pay scale. Ms. Terrance stated that it's been in place for as long as she's worked here, which is 24 years. Ms. Terrance stated that she was looking for a recommendation and that if the board is good with what's been presented, they can start implementing the paid time off benefits for part-time employees. President Gunsteen stated that if the board had no issues with that, Ms. Terrance has her directive to move forward with what's proposed.

## 2. Discussion of Addition of a Building Facilities Manager

Trustee LaPorte stated that this agenda item presents a staff recommendation for the Village Board to authorize the hiring of a Building Facilities Manager, a position previously introduced during the FY25 budget discussions. The role has now been evaluated and classified as Grade 5 within the Village's new compensation structure developed through the recent Classification and Compensation Study. He stated that staff has recognized the need for this position in experiencing operational block logs where routine maintenance tasks such as trash removal, minor repairs, and facility upkeep are being delayed or overlooked, creating inefficiencies, safety concerns, and a deteriorated public image.

Trustee LaPorte stated that there is a lack of accountability and oversight gaps. With no centralized facilities management, responsibilities are informally distributed across departments, resulting in delayed responses, deferred maintenance, and increased long-term costs. He stated that there is concern about staff displacement, where employees from administrative and public works departments are routinely diverted from their core responsibilities to handle custodial or maintenance duties, negatively affecting morale and productivity. A 2024 facility inspective by the Intergovernmental Risk Management Agency (IRMA) identified the need for regular inspections and strongly recommended appointing a dedicated facilities administrator to improve oversight, safety, and compliance.

Trustee LaPorte stated that some strategic benefits of the position include the following: proactive building and grounds maintenance, improved safety and code compliance, streamlined vendor



## **VILLAGE OF BARTLETT COMMITTEE MINUTES**

**July 1, 2025**

---

management and service tracking, enhanced appearance and functionality of municipal space, and protection of capital assets and reduction of long-term repair costs. He stated that staff recommend moving forward with this hire to restore operational efficiency, improve facility conditions, and comply with risk management best practices.

Ms. Terrance stated that the reason for this position is staff have to take turns completing these tasks around the building. She stated that most recently, Tracy Hrubec the Benefits Coordinator spent three hours taking out the garbage and recycling along with switching out light bulbs in the breakroom that weren't working. Ms. Terrance stated that this is not centralized or consistent and based on the recommendation from IRMA, it is a safety and risk management issue. She went on to say that they are supposed to have monthly building inspections, but we don't have those due to a lack with this position. Ms. Terrance stated that she knows it's a big request to want this position to handle general maintenance along with managing contracts as well, but she's spoken with Public Works Director Dan Dinges regarding this position.

Mr. Dinges stated that when he first started in 2014, they had a dedicated public works employee that worked at Village Hall and did the maintenance for both Village Hall and the Police Department. He stated that position was eliminated in 2016 due to funding cuts and that the employee ended up moving over to their water division. He went on to say that at that point they came up with a system where they have divisions rotate to handle the tasks or requests that occur at both Village Hall and Police. He stated that in addition to that, they handle contract maintenance between himself, Assistant Public Works Director Tyler Isham, and one of the administrative assistants. He stated that those contracts include the elevator contract, HVAC, fire alarms, roofs, generators, and security, which all get managed between them to keep track of the routine maintenance and inspections. Mr. Dinges went on to say that it's a lot to keep track of, especially with how much the Police Department has grown. He stated that if we can get this position, that person would do the day-to-day maintenance but then also start getting involved in the contract management side of things.

Trustee Gandsey asked if this person would also be the person to develop a process for how requests come in or if there is already a system in place. Mr. Dinges stated that they are hoping to utilize the work order system through OpenGov. Village Administrator Paula Schumacher stated that the employee that they had back in 2016 had a property management background which encompasses a lot of these skills and tasks. Trustee Battermann asked what kind of example contracts were being referenced. Mr. Dinges stated that it was mainly maintenance contracts such as the one for the rooftop unit that was just put in. Trustee Suwanski asked if this person would need a vehicle since they would be servicing all village facilities. Mr. Dinges stated that the initial goal would be to service Village Hall and Police, but eventually they would want this person to inspect all the buildings. Mr. Dinges stated that we do have vehicles available that they would be able to use one of the shared vehicles that we have on campus. Trustee Suwanski asked if this position was budgeted through the Public Works fund. Mr. Dinges confirmed that was correct. Trustee Suwanski asked what the scale for this position would be. Ms. Terrance confirmed that it was Grade 5 so the minimum range was \$77,800 and the top of that range was \$108,920. Trustee Hopkins asked what the job description was for the individual that they had back in 2015. Mr. Dinges stated that they had a cleaning crew, but the person did the routine maintenance. Trustee Hopkins asked



## VILLAGE OF BARTLETT COMMITTEE MINUTES July 1, 2025

---

why the janitorial services didn't empty the recycling like they do with garbage. It was confirmed that employees and staff empty those recycling bins into a shared space to be taken out to the dumpster.

Trustee LaPorte stated that in addition to the opportunity cost, we've got public works running around doing these tasks as well, what the dollar amount on that was. He wanted to know if this new position justified the cost. Mr. Dinges stated that if you factor in the time of the public works, employees that come out to the work as well as his time, Mr. Isham's time, as well as the administrative assistant, there are definitely hours that add up. He went on to say that he handled the rooftop unit contracts and there's quite a bit of time involved with all those contracts. Trustee Battermann asked where this employee would be located. Ms. Terrance confirmed they would be at Village Hall. Trustee Suwanski asked if we had looked at contracting this out to avoid legacy costs. Mr. Dinges stated that he was still working on trying to get that information since most people have a dedicated employee that's managing those things. Trustee Gandsey stated that she believes this is a pretty standard as the Elmhurst library had a position like that. Trustee Deyne agreed that the Bartlett library does as well.

President Gunsteen stated that the general concern is that this turns into an entire department versus just an individual. He stated that we should review this a year from now or a year after this employee is put into place to make sure that it's effective. He stated that if it's not, then we do have to look at contracting it out. Mr. Dinges stated that they don't know at this time what type of candidate they're going to get so this position will be dependent upon the type of applicants they get. He went on to say that they'll have to continue to pursue what other municipalities are doing and if they're contracting out, because if they find that's the avenue to go, then they won't pursue the permanent position but would instead come back to the board regarding a discussion on contract maintenance. Trustee LaPorte asked if there was anyone currently on staff that handled procurement and whether that person could take over the contracts. It was confirmed that we do not. President Gunsteen stated that we are only looking for someone to do contracts, it would be an entirely different job description that would also be a higher salary as well. Ms. Terrance stated that ideally the goal would be to find someone to do the day-to-day maintenance tasks that are needed but also someone who either has prior experience or the capability to learn contract management with the help of Mr. Dinges and the other Public Works staff. President Gunsteen stated that the next best step, would be to develop a scope of work and a job description to see if we can get candidates for that job that fits what we're looking for.

### C. ADJOURNMENT

Mayor Gunsteen 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 Batterman, Deyne, Gandsey, Hopkins, LaPorte, Suwanski

NAYS: None

ABSENT: None

MOTION CARRIED



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

---

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

Jackie Cardoza  
Executive Assistant