



# VILLAGE OF BARTLETT COMMITTEE MINUTES September 2, 2025

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## 1. CALL TO ORDER

President Gunsteen called the Committee of the Whole meeting of September 2, 2025, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:16 p.m.

## 2. ROLL CALL

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

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, Finance Director Matt Coulter, Planning & Development Director Kristy Stone, Public Works Director Dan Dinges, Assistant Public Works Director Tyler Isham, Civil Engineer Nick Talarico, IT Director John Peebles, Deputy Chief Sweeney, Deputy Chief Naydenoff, Chief Ryan Conway, Village Attorney Kurt Asprooth, and Village Clerk Lorna Giles.

3. TOWN HALL: None

## 4. STANDING COMMITTEE REPORTS

### A. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY

#### 1. TIF Database Demo

Trustee Gandsey stated that with the creation of the Lake Street TIF District, village staff recognized the need for a centralized system to manage property information and communications with brokers, property owners, and investors. Administration, GIS, and Planning & Development collaborated to build a database and tool that improve internal coordination and promote redevelopment opportunities. She stated that GIS designed an internal dashboard where staff can log correspondence notes through a survey form. Records are organized, searchable, and shared across departments, giving planning insight into economic development activity and vice versa. This ensures even further alignment between the Planning & Development Services and Economic Development.

Trustee Gandsey stated that to encourage transparency and investment, GIS also created a public facing mapping application. Featuring property details, drone imagery, and video, the tool helps developers, brokers, and buyers better understand opportunities in the TIF District and supports proactive marketing. Looking ahead, the database will serve as both a progress tracker and promotional tool. Real-time updates such as site cleanup, demolition, and groundbreaking will be connected to a QR code shared through real estate journals, broker blasts, and promotional materials. This system will extend outreach to developers, site selectors, financial and legal professionals, and industry groups like ICSC, IEDC, and chambers of commerce, strengthening interest in the Lake Street TIF District.



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Assistant Village Administrator Scott Skrycki went over the PowerPoint and wanted to highlight the purpose and vision which includes a public mapping application and an internal dashboard. He stated that these components give us the metrics needed to cross reference data such as how many brokers we've talked to. Ricci Lucas, Community Engagement Coordinator, referenced the public mapping application which is an interactive map that the user can click on to gather information about each property. Ms. Lucas then referenced the branding messaging for the village and stated that they can include demographic information on this page as well as branding materials that have already been incorporated. She stated that it also provides demographic information such as property size, frontage, property depth, as well as a feature that would allow the viewer to view drone video that's hosted by YouTube. Ms. Lucas also went over the intake form for interested parties to see if the property is available and stated that we can also include brokerage information if needed. She stated that we would also be able to follow the development timeline, for example when we acquired the property, any removal or demolition that happened on the property and the progression of its development phase.

Ms. Lucas then went over the internal dashboard that can consolidate all of the staff communication with brokers, property owners, and interested parties all located in one place. She stated that staff will have the ability to filter all of the notes that were taken based on that and who they have corresponded with. She went on to say that there is also an interactive analysis page included that will have the ability to provide metrics and give insight to all the data that has been collected. Ms. Lucas stated that as the database continues to grow, eventually they will be able to migrate the information that already lives on our village website that's applicable to this platform.

Trustee Gandsey stated that it looks like this is all housed within a GIS system, she asked if there were any plans to have this on a separate landing page. Mr. Skrycki stated that within the marketing plan that the board approved via the budget, we do have some of those Google analytics within our budget and platform and we might eventually evolve into a landing page for dual use.

President Gunsteen asked how long before this would go live. Mr. Skrycki stated that they're close to going live. He stated that there are some mobile applications that look a little different, but in terms of optimal viewing which is in the message when you initially click on the website, it's close to being live. President Gunsteen stated that he's excited about this and what it means for the future since it is a 23-year TIF and it sets us up for success as the data will all be stored there to continue moving that momentum forward for years to come.

### **B. FINANCE COMMITTEE, CHAIRMAN LAPORTE**

#### **1. Discussion of a GIS Technician Position**

The Village's Geographic Information Systems (GIS) division has become a vital service supporting nearly every department. It offers mapping, asset management, dashboards, and data analysis that influence both daily operations and long-term planning. Demand for GIS services has increased significantly, with over 2,500 hours of work logged in the past year. The GIS team created more than 100 web applications and 65 custom maps during that time, along with essential tools for Police, Public Works, Planning, and Economic Development.



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Despite these accomplishments, the current two-person team is at full capacity. They are consistently forced to prioritize urgent requests over strategic projects that would enhance efficiency and service in the future. The total cost of the current in-house GIS program is \$183,252.84 in salaries, but the workload shows that additional staffing is needed to maintain service levels and support the Village's broader goals.

Adding a GIS Technician, a Grade 1 position with a salary range of \$48,841 to \$71,121, would address this gap. The role would enable the team to respond more promptly to daily requests while allowing senior staff to focus on higher-value projects such as system integration, process automation, and the development of public-facing tools. It would also provide vital support for upcoming strategic initiatives, including the Cartegraph asset management system and Lake Street TIF Database management.

Adding a Technician to the GIS team helps Bartlett meet increasing demand, deliver timely and dependable services, and update its systems affordably. This move enhances efficiency, responsiveness, and the Village's long-term technology goals.

Trustee LaPorte stated that staff did look into having this done through a consortium which was about four times the amount annually. He went on to say that they would bill us at an hourly rate, which means the position would pay for itself.

Information Systems Director John Peebles introduced the GIS Staff to the board, Cameron Zable GIS Administrator as well as Olivia Durica GIS Applications Specialist. He stated that the challenge that they're facing without a GIS Technician, the day-to-day work of updating maps, entering new data, and correcting errors, is beginning to accumulate. He went on to say that the GIS Administrator and Application Specialist end up spending much of their time on basic editing instead of focusing on bigger projects and planning work as needed.

GIS Administrator Cameron Zable then walked staff through what the day to day looks like in the GIS Department using a PowerPoint presentation. He referenced the lead services and went over a map that was created of the water system along with the attributes that are within the data that helps with the planning of projects. He stated that GIS Applications Specialist Olivia Durica makes a lot of databases or applications that show ways that planning can be made for hydrant inspections etc. He went on to say that they are currently doing a lot of drone imagery and referenced the TIF Database. Mr. Zable stated that due to federal regulations, they always have to keep eyes on the drone, which means the entire department has to go out whenever they do a drone flight, which hinders them from addressing other service requests. He then presented the map used for the garage sale which presented some technical issues that needed troubleshooting. He stated that a GIS Technician would allow a middle piece where they can set up things on the back end and make sure the databases, servers, and interactive maps are all working as they should. Mr. Zable also referenced the Address Reference Map and the importance of checking all that data since Bartlett spans over three counties. Mr. Peebles stated that some of the data they receive from the counties is not accurate, which means they have to spend time reviewing the data and posting it correctly as well as inputting it into the map accurately. He then asked if anyone had any questions.



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Trustee Gandsey asked Mr. Zable if the other places he worked had a team of three people. Mr. Zable stated that when he worked at the County level it was three people and his previous employer was a smaller city, so there were only two, however they were considering adding a third person. Trustee Suwanski asked what the difference between GIS and Gaby Infusino was. Assistant Village Administrator Scott Skrycki stated that Gaby's position is to maintain the village website and keep the information updated along with written communications. He stated the GIS software applications along with mapping are a GIS function and not related to website management.

Trustee Hopkins asked for four or five examples of where they're back logged right now. Mr. Zable stated that their servers and software need to be updated as well as making sure that everything needs to be updated correctly. He stated that there are a lot of projects at Public Works that need to be worked on as well. Trustee Suwanski asked besides those two what other projects they were behind on. She went on to say that updating a server shouldn't be a daily function and asked how often that should be completed. Mr. Peebles stated they're behind on that and would like to conduct that annually.

President Gunsteen asked Planning and Development Director Kristy Stone how often her staff utilizes GIS services. Ms. Stone stated that currently they use Bluebeam to calculate the impervious surface requirements for every permit that comes in. She stated that they also do their annual map updates, such as subdivisions and annexations, zoning, and land use as they use it as part of the capital budget to keep track of what percentages of different land uses we have within the village. President Gunsteen asked who goes in to update the data that they rely on. Ms. Stone stated that the GIS Department does that. President Gunsteen stated that usually GIS is in the Planning and Development department at other municipalities. Village Administrator Paula Schumacher stated that GIS did start in the Planning Department but since it's grown so much over time, we have expanded those uses to Public Works. She went on to say that they haven't covered the uses at the Police Department and has merited broader housing other than just Planning and Development. President Gunsteen asked Ms. Stone if having an extra person in GIS would take the stress off her department. Ms. Stone stated that it would as they would have more current data.

Trustee Suwanski asked how GIS impacts the Police Department. Chief Conway stated that the GIS Team builds our dashboards to help us with crime prevention and directed patrol so that they'll have real time crime data and directed in specific areas. Trustee Suwanski wanted to clarify that we don't have that now. Chief Conway stated that we currently don't have a dashboard that could give us that and analyze that information. He stated that they have to go system by system to get their data.

Trustee Hopkins stated that in comparing staffing at other communities, Schaumburg only has two GIS Staff. He asked for further details on these other communities that are managing with a team of two. Mr. Zable stated that Schaumburg doesn't have a drone program and is not using that capability. He went on to say that in speaking to GIS staff from Schaumburg, they do more internal facing things that are done in Bartlett. Former GIS Administrator Ricci Lucas added that Schaumburg has empowered users in each department. She stated that for example, the Planning Division has their own GIS user that coordinates with the GIS team. She went on to say that the GIS team at Schaumburg is really just in charge of the servers and data management versus the application making and map making which they use empowered users to operate. President Gunsteen asked if that's a long term and feasible strategy.



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He stated that to Trustee Suwanski's point, the work runs out for this position once they're caught up. He went on to say that maybe there will be a little explanation on that such as does this role emerge and move to a planning department or public works to empower people in those departments to work on what's currently being built and carried forward. Mr. Zable stated that a lot of administration goes into what the servers and software we use to ensure accuracy and that they are working correctly. He stated that they're always discovering new utilities or things that are inputted incorrectly. Village Administrator Paula Schumacher stated that we had our social media and communications, it was fanned out to each of the departments and found that it was not an efficient way to do it and that we've consolidated it back to make sure we're using consistent templates and consistent measures. She stated it's the same concept with GIS, working to make sure it's consistent and that we're using standard protocols. Ms. Lucas also stated that the more applications that GIS makes, the more maintenance it takes on the team. She stated that by implementing Cartegraph, they have to make sure their data sets are ready to be integrated into that new software and then also maintaining that data integrity. Ms. Lucas stated that Cartegraph is the public works asset management software that is coming down the pipeline to be used. Trustee LaPorte stated that if there were no other questions, staff would work on additional data to be presented at a future board meeting.

### B. ADJOURNMENT

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

NAYS: None

ABSENT: None

MOTION CARRIED

The Committee of the Whole meeting was adjourned at 7:47 p.m.

Jackie Cardoza  
Executive Assistant