

VILLAGE OF BARTLETT  
VILLAGE HALL, 228 S. MAIN STREET  
COMMITTEE AGENDA  
December 2, 2025

1. CALL TO ORDER
2. ROLL CALL
3. TOWN HALL: (Note: Three (3) minute time limit per person)
4. STANDING COMMITTEE REPORTS:
  - A. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY
    1. BEDA Program Discussion
  - B. LICENSE AND ORDINANCE COMMITTEE, CHAIRMAN BATTERMANN
    1. 2026 Annual Meeting Notice
  - C. PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE
    1. 2025 Water and Sewer Rate Discussion
5. ADJOURNMENT



# Agenda Item Executive Summary

AGENDA ITEM: BEDA Program Discussion

BOARD OR COMMITTEE: Committee

## BUDGET IMPACT

Amount	\$	Budgeted	\$250,000
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Fund: Incentives	Corresponding Activity Measure: Number of Grants Allocated
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## EXECUTIVE SUMMARY

The Village of Bartlett proposes rebranding and enhancing its Bartlett Economic Development Assistance (BEDA) program as the Belong in Bartlett Business Grant.

This initiative underscores our pro-business attitude, supporting new and expanding enterprises through targeted exterior improvements that beautify our commercial corridors. With an annual \$250,000 budget we aim to encourage and support long-term economic vitality, aligning with the strategic plan to attract investment and strengthen existing businesses.

Since 2018, BEDA has awarded 21 grants totaling \$615,308, spurring \$8 million in private investment. Highlights include major renovations like Streets of Bartlett and MORE Brewing's \$4 million project. However, program evolution is needed to emphasize community branding and flexibility.

Key differences from the former BEDA program include:

- **Focus Shift:** Prioritizes exterior beautification (e.g., signage, tuckpointing) over interior buildouts; interior eligibility limited to life/safety essentials like fire suppression.
- **Grant Cap & Timeline:** \$50,000 lifetime limit over four years, replacing a rigid two-year reapplication wait – enabling phased support for smaller projects.
- **Matching Structure:** Straight 50/50 match for all awards, eliminating percentage variability; minimum \$2,000 project cost yields at least \$1,000 grant.
- **Review Process:** Applications vetted by the new Community and Economic Affairs Commission (CEAC) before Committee of the Whole review, streamlining approvals.

This refreshed program invests not just in infrastructure, but in Bartlett's reputation as a welcoming hub where businesses belong and thrive. Staff recommends adoption to capitalize on branding momentum.

## ATTACHMENTS (PLEASE LIST)

Memo, Procedures & Guidelines

### RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Goal 6.3 Revisit, refine and execute the village's overall economic development incentives

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

For Discussion Only

Staff: Tony Fradin, Economic Development Coordinator and Scott Skrycki, Assistant Village Administrator

Date: November 24, 2025

## ECONOMIC DEVELOPMENT MEMORANDUM

**DATE:** November 24, 2025  
**TO:** Paula Schumacher, Village Administrator  
**FROM:** Scott Skrycki, Assistant Village Administrator  
Tony Fradin, Economic Development Coordinator  
**RE:** Belong in Bartlett Business Grant

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### **BACKGROUND:**

The Village created a grant program called the Bartlett Economic Development Assistance (BEDA) program in 2018.

The program is generally a small business assistance program with a limit of \$50,000 based on a new or existing business' investment in a property, converting a vacant and/or underutilized space into a sales tax generating one.

Since 2019, 26 grants have been approved in the amount of \$700,222 and 21 have been awarded in the amount of \$615,308. Some projects have been approved but never moved forward and expired. A \$50,000 grant for MORE Brewing is pending, and JC's Mexican Restaurant has an application submitted.

The smallest grant awarded was \$903 to Hoelterhoff's Nursery for a new sign and the largest were several for \$50,000 resulting in millions of dollars' worth of private investment, most notably the major renovation of the former Bartlett Plaza into Streets of Bartlett, three major bar and restaurant projects (One Twenty Live, the former O'Hare's, and Boss's Signature), and MORE Brewing's initial \$4 million project and their pending retractable roof.

Grants were also made to upgrade the water and sewer infrastructure at Banbury Fair and then a subsequent renovation of the 140+ year-old historic barn into a wine and tapas restaurant.

Applicant	BEDA Grant	Total Amt Spent	%	status	date paid
Indian Express	\$ 25,000.00	\$ 119,000	21%	paid	Jan-19
Bartlett Tap	\$ 35,000.00	\$ 132,500	26%	paid, business closed	May-19
Siri Indian Grocery	\$ 15,000.00	\$ 75,000	20%	paid	Nov-20
Streets of Bartlett (2 )	\$100,000.00	\$ 2,000,000	5%	paid	2019&2020
The Still	\$ 25,000.00	\$ 72,000	35%	paid phase 1 \$13,786.3	May-21
120 Live	\$ 50,000.00	\$ 375,000	13%	paid	Jun-20
O'Hare's Pub	\$ 50,000.00	\$ 300,000	16%	paid, business closed	Apr-21
Rebecca's Cakes	\$ 7,000.00	\$ 25,000	28%	paid	Mar-21
Tekkie's	\$ 1,000.00	\$ 3,700	27%	expired	
Trackside Diner	\$ 2,000.00	\$ 5,394	37%	expired, business closed	
Hoelterhoff's Nursery	\$ 903.00	\$ 1,806	50%	paid	Apr-22
Banbury Fair	\$ 50,000.00	\$ 242,548	21%	paid	Dec-22
The Dogfather	\$ 2,021.00	\$ 4,042	50%	expired, changed owners	
Rebecca's Cakes	\$ 23,480.12	\$ 46,960	50%	paid, business closed	Oct-22
Banbury Barn	\$ 41,000.00	\$ 82,000	50%	paid	23-Mar
Pasta Mia	\$ 20,825.00	\$ 41,650	50%	paid	23-Jan
MORE Brewing	\$ 50,000.00	\$ 4,407,151	1%	paid	23-Oct
Taylor St Pizza	\$ 3,085.00	\$ 6,170	50%	paid	Jun-23
Yummy Poke	\$ 35,000.00	\$ 145,670	24%	paid	Aug-23
Savoury Restaurant	\$ 29,893.00	\$ 59,787	50%	expired	
Boss's Signature	\$ 50,000.00	\$ 252,568	20%	paid	Jun-24
Issa's Venezuelan Food	\$ 14,811.75	\$ 43,564	34%	paid	23-Dec
TL's Four Seasons	\$ 17,098.50	\$ 34,197	50%	paid	Aug-25
Mo Gyros	\$ 2,105.00	\$ 4,210	50%	paid	Sep-25
MORE Brewing II	\$ 50,000.00	\$ 250,000	20%	pending	
JC's Mexican Restaurnan	\$ 10,871.00	\$ 21,742	50%	applied	
	\$711,093.37	\$ 8,751,659			
paid	\$615,308.37				
unpaid	\$ 34,914.00				
pending	\$ 60,871.00				

## **BEDA UPDATES:**

Over the past seven years, several modifications and improvements were made to the BEDA program, including the addition of a two-year claw back provision, requirement for a background check, moving the application online rather than on paper and by invitation only, adding preference for military veterans, requiring that only permanent fixtures (such as outdoor dining) are eligible, and reducing the reapplication period from the initial three year period to two.

Recently, Mayor Gunsteen and the Board have expressed their desire to revise and launch the BEDA program into a new and improved one.

## **BELONG IN BARTLETT BUSINESS GRANT PROGRAM:**

As part of the Village's ongoing branding initiative, we present the **Belong in Bartlett Business Grant program**. This program is designed to demonstrate the Village Board's commitment to supporting businesses that choose Bartlett as their location, while also assisting existing businesses seeking to expand or improve. The grant reinforces that Bartlett is a welcoming, pro-business community where companies can grow and thrive.

Ever since the Village Board has budgeted \$250,000 per fiscal year for the BEDA grant program since adopting it, we have not yet allocated the full amount.

The attached Procedures & Guidelines document for the grant program modifies the BEDA program from one that includes reimbursements for interior buildouts to one that focuses on exterior beautification and improvements. The only interior improvement to remain eligible is for life/safety items such as fire suppression, a common expense for businesses converting individual spaces to restaurant uses.

A change in the eligibility period is also proposed. Rather than making eligibility for a property or business to be able to apply again in two years no matter the size and scope of the project, we propose a cap on the total grant amount, leaving it at **\$50,000**, over a four-year period.

For example, if a new business receives a \$5,000 grant for a new sign in 2026, rather than wait for years to apply again, they would be eligible to apply for another smaller grant within the next three years for tuckpointing, etc., not to exceed an additional \$45,000.

Another proposed change is to make the Belong in Bartlett grant a straight 50/50 match, removing any disparity or ambiguity between percentages.

We also propose a minimum project cost of \$2,000, resulting in a grant of at least \$1,000.

As with BEDA program applications having been reviewed by the Economic Development Commission, we propose that the new Community and Economic Affairs Commission

(CEAC) review Belong in Bartlett grant applications prior to proceeding to the Committee of the Whole for its review of the application, staff report, and meeting minutes.

**MOVING FORWARD:**

The Belong in Bartlett Business Grant program is designed not only to meet the immediate needs of our business community, but also to fulfill elements of the strategic plan to help position the Village for long-term success.

By focusing on exterior improvements and flexible support for a range of commercial properties, we are laying the groundwork for Bartlett to remain competitive in attracting new investment while strengthening the businesses that already call our community home.

We are excited to continue working alongside established and new businesses to ensure Bartlett is seen as the community where they belong, where they are supported, and where they can thrive.

With this program, the Village is not only investing in bricks and mortar, but also in a reputation for being proactive, business-friendly, and ready to compete for projects that will shape Bartlett's future economy.

# VILLAGE OF BARTLETT

## Belong in Bartlett Business Grant Program Procedures & Guidelines

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### **Purpose & Introduction**

The purpose of the Belong in Bartlett Business Grant Program is to encourage the improvement and revitalization of the exterior of existing commercial buildings fronting public streets. The Village of Bartlett (Village) promotes these improvements to enhance the visual appeal of our commercial corridors, increase long-term property values, and support the goals outlined in the Village's Strategic Plan.

This document outlines the qualified uses of funding, eligibility criteria, and the procedural guidelines for the Belong in Bartlett Business Grant. All grant requests must be approved by the Village Board.

All economic incentive requests are subject to the following Belong in Bartlett Grant Program criteria. The request will be reviewed to determine if it is aligned with the Village's Strategic Plan and creates a clear benefit and/or value to the Village.

Furthermore, the following specific uses have been identified for Belong in Bartlett Business Grants:

### **Qualified Uses and Expenses:**

- Awnings and Canopies (permanent)
- Exterior Walls: repair, restoration, tuckpointing, painting, or replacement of siding/masonry
- Exterior Doors and Windows: repair, restoration, or replacement
- Gutters and Downspouts
- Stairs, Sidewalks, Porches, and Railings affecting building access
- Signage
- Exterior Lighting
- Landscaping and hardscaping adjacent to the street
- Screening of mechanical equipment or utilities visible from the street
- Decorative fencing visible from the street
- Code-related exterior improvements (e.g., ADA compliance)
- Dumpster enclosures
- Parking Lot improvements (reconstruction/resurfacing only if visible from the right-of-way)
- Life/Safety Improvements including Fire Suppression

## **Unqualified Uses and Expenses:**

- Any work not visible from a public street.
- Routine maintenance (e.g., grass cutting, pruning, repainting without other improvements).
- Interior building improvements except for properties located within the Downtown Overlay District.
- Roof replacement.
- Furniture, moveable planters, or temporary fixtures.
- Business equipment, payroll, or office supplies.
- Work on properties that host video gaming as a primary use.
- Work on residential, warehousing, or industrial properties.
- Work completed or commenced prior to this update.

## **Eligibility & Funding**

### **Eligible Properties:**

All sales tax generating commercial properties within the Village are eligible. Properties must be in good standing with the Village, with no defaults on payments, or delinquent property taxes. If the grant is made to remedy a code-related item, the improvement must pass required inspections in order to receive funding.

The maximum aggregate amount of all grants approved for a building or property within any four (4) year period shall be limited to \$50,000.

### **Funding Structure:**

This is a reimbursement grant. The applicant must pay all costs upfront. The Village will reimburse the lesser of:

- Fifty percent (50%) of eligible project costs, **OR**
- A maximum of **\$50,000**.

The minimum project cost is \$2,000. Funding is approved on a first-come, first-served basis, subject to the annual budget.

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## **Application & Approval Process**

The following process details the Belong in Bartlett Business Grant Program's required steps for Village Board approval.

### **Step 1: Pre-Application Review**

Applicants are required to review these guidelines with Economic Development staff prior to submission.

### **Step 2: Formal Application Submission**

Submit a complete application packet to Economic Development staff, including:

- Complete Application Form
- Narrative description, schedule, and projected budget
- Current photos of the building exterior
- Evidence of property ownership or control (e.g., warranty deed, lease)
- Plat of Survey and Site Plan required if the improvement is for an entire shopping plaza
- Elevation drawings showing proposed changes and materials
- Plans for landscaping, lighting, signage, or awnings, if applicable

### **Step 3: Staff Review & Belong in Bartlett Business Grant Compliance Check**

Staff will conduct an initial review to ensure the request qualifies for an incentive and meets Program criteria. Staff may request additional information or clarification.

### **Step 4: Village Management Team Review**

If the Village Management Team determines the request is not qualified or does not provide value to the Village, the application will not move forward, and the applicant will be notified.

### **Step 5: Commission & Committee Review**

If the Village Management Team finds the request has merit, it will be forwarded to the **Community and Economic Affairs Commission** for its review and a formal recommendation. The recommendation is then sent to the **Committee of the Whole** for review.

### **Step 6: Village Board Approval**

Following a positive recommendation from the Committee of the Whole, the grant application will be placed on a Village Board agenda for a final vote.

### **Step 7: Agreement Execution & Permitting**

Once approved by the Village Board, the Village will execute a Belong in Bartlett Business Grant Agreement with the applicant. Construction cannot begin until a permit has been issued.

### **Step 8: Grant Disbursement**

Grant funds will be paid once all improvements are made to Code, approved by applicable inspectors, and proof of payment has been submitted.

## **Construction & Reimbursement**

### **Construction Process:**

All work must conform to the approved plans and all Village codes. Work must begin within 90 days of the agreement execution and be completed within one year of the building permit issuance, unless otherwise approved.

**Reimbursement Process:**

Upon project completion and final inspection approval, the applicant must submit the following to request reimbursement:

- Contractor’s Sworn Statement
- Final Lien Waivers
- Proof of payment for all services

The *Planning & Development Services Department* will inspect the completed work. Upon verification that the work matches the approved agreement, the Village will process the reimbursement, not to exceed the amount specified in the agreement.

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**Maintenance**

The property owner is required to maintain the improved façade for a minimum of **four (4) years** from the project's completion date.

**Default/Clawback**

If, within two (2) years of the date the Village delivers the Award to the Recipient, the Recipient relocates its business outside of the Village, ceases business operations, fails to comply with the terms of its Agreement, fails to comply with the Program’s rules and regulations, or fails to maintain the Improvements in the condition and state set forth by its approval (collectively, “*Default Event*”), the Recipient must refund the Village in accordance with the following schedule:

<u>Timing of Default Event</u>	<u>Percentage of Award that must be refunded</u>
<b>Within 1 year of Award payment</b>	<b>60%</b>
<b>Within 2 years of Award payment</b>	<b>40%</b>

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**Disclaimer:** The Village Board reserves the right to refuse any incentive request, to amend these guidelines, and to terminate the program at any time. All projects are subject to the availability of funds.



# Agenda Item Executive Summary

AGENDA ITEM: 2026 Annual Meeting Notice

BOARD OR COMMITTEE: Committee

## BUDGET IMPACT

Amount \$ N/A Budgeted \$ N/A  
Fund: N/A

## EXECUTIVE SUMMARY

In conformance with the Illinois Open Meeting Act, the following is a list of proposed 2026 regularly scheduled meetings for board review.

## ATTACHMENTS (PLEASE LIST)

Memo

### RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: N/A

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Staff: Lorna Giles, Village Clerk

Date: November 20,  
2025



THE VILLAGE  
OF  
**BARTLETT**

VILLAGE PRESIDENT  
Daniel H. Gunsteen

ADMINISTRATOR  
Paula Schumacher

VILLAGE CLERK  
Lorna Giles

TRUSTEES  
John M. Battermann  
Raymond H. Deyne  
Stephanie Z. Gandsey  
Adam J. Hopkins  
Joseph W. LaPorte  
Renée Suwanski

**TO THE EDITOR:** Daily Herald, Courier News, Chicago Tribune, Chicago Sun Times  
**SUBJECT:** 2026 Annual Meeting Notice  
**DATE:** November 20, 2025

In conformance with the Illinois Open Meetings Act, please be advised that the following is a list of 2026 regularly scheduled meetings.

**Location: Council Chamber of Village Hall**

**Village Board** 1st & 3rd Tuesday at 7:00 PM  
No Meeting on August 4<sup>th</sup> (NNO)  
No Meeting on November 3<sup>rd</sup> (Election day)

**Building and Zoning** 1st & 3rd Tuesday following Board meeting  
**Community and Economic Development**  
**Finance**  
**License and Ordinance**  
**Police and Health**  
**Public Works and Golf**

**Planning and Zoning Commission** 1st Thursday at 7:00 PM

**Community and Economic Affairs Commission** 2nd Monday at 6:00 PM

**Bike and Run Plan Advisory Committee** Thursday, March 26 at 3:00 PM  
Thursday, June 25 at 3:00 PM  
Thursday, September 24 at 3:00 PM  
Thursday, December 31 at 3:00 PM

**Location: 2<sup>nd</sup> Floor Training Room of Village Hall**

**Police Pension Board** Thursday, February 19 at 2:00 PM  
Thursday, May 21 at 2:00 PM  
Thursday, August 20 at 2:00 PM  
Thursday, November 19 at 2:00 PM

**Location: Police Department**

**Board of Police & Fire Commissioners** 1st Tuesday at 3:00 PM

You will be notified of any special, reconvened, rescheduled or cancelled meetings throughout the year.

Sincerely,  
*Lorna Giles*  
Village Clerk

villageclerk/2026/annualmeetingschedule



# Agenda Item Executive Summary

AGENDA ITEM: **Water & Sewer Rate Study Post-Presentation Discussion**

BOARD OR COMMITTEE: **Committee**

## BUDGET IMPACT

Amount	\$ N/A	Budgeted	\$ N/A
Fund(s): Water & Sewer	Corresponding Activity Measure:		

## EXECUTIVE SUMMARY

At the previous Committee of the Whole meeting, Stantec presented their findings and recommendations for the water and sewer rate study. The goal of the study is to ensure that the Village properly maintains their critical infrastructure at a service level that is acceptable to the Board, and that the rates paid are equitable for those that rely on these different systems presently and for future sustainability.

The rates discussed at this meeting will be utilized to fund the upcoming Capital Improvement Plan (CIP) and future operating budgets for the next 5 fiscal years. The Board had some questions during the presentation. The answers are provided below:

Watermain Replacement: Stantec is recommended to replace a minimum of 1% of the system annually for a 100-year replacement cycle. This would be in perpetuity and factored into the Capital budget annually.

Number 1" Residential Meters: 830

Percentage of Residents that Utilize < 3,000 Gallons per Month: Based off last FY, 39.4% of residential monthly usage is 3,000 gallons or less.

## RECOMMENDATIONS

Based off the information provided by Stantec, Staff recommends adopting the proposed recommendations from Stantec. These include:

- The proposed rate adjustments for Water and Sewer for each fiscal year up through FY 2030/2031, which would allow the Village to fund the CIP at the recommended levels. The rates will continue to be reviewed annually and adjusted accordingly if necessary.
- Scale the base charge based off meter size, and eliminate the "minimum bill"
- Modify the residential rate structure to a tiered structure to promote water conservation
- Maintain a uniform volumetric rate for non-residential users
- Utilize the cost of service for treatment and collection to follow for each county's proposed sewer rate.

## ATTACHMENTS (PLEASE LIST)

Memo, Presentation

### RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Evaluate budget and implement water, wastewater and stormwater projects  
Examine Service Delivery Methods

Short Term (1-3 Years): Routine  Complex

Long Term (3-5 Years): Routine  Complex

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Staff: Tyler Isham, Assistant Director of Public Works

Date: November 25, 2025

# Memo

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**To:** Paula Schumacher, Village Administrator  
**From:** Tyler Isham, Assistant Director of Public Works  
**Subject:** **Water & Sewer Rate Study Post-Presentation Discussion**  
**Date:** November 25, 2025

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## **BACKGROUND**

At the November 18<sup>th</sup> Committee of the Whole meeting, Stantec Consulting Services, Inc (“Stantec”) presented their findings and recommendations for the water and sewer rate study. The goal of the study is to ensure that the Village properly maintains their critical infrastructure at a service level that is acceptable to the Board, and that the rates paid are equitable for those that rely on these different systems presently and for future sustainability.

## **DISCUSSION ON BOARD QUESTIONS**

### Watermain Replacement Recommendation Clarification

For the recommended water rates, the main cause for the recommendation is for watermain replacement. Stantec recommends a minimum of 1% replacement of the system annually in perpetuity, for a 100-year replacement cycle. The Village currently has approximately 208 miles of watermain, so an annual replacement would equate to 2 miles of watermain replacement annually. The majority of the Village’s water system is between 30-50 years old; water main has an expected life of 60-years. Some communities do use their own staff to perform small watermain replacements or installations (<500 feet), but we do not currently have the equipment or staff capacity to perform watermain installations of the required size.

### How Many 1” Residential Meters are in Bartlett?

There are approximately 830 residential accounts that have a 1” meter.

### How Many Residential Users Utilize 3,000 Gallons of Water per Month?

Based off the last full Fiscal Year, approximately 39.4% of residential bills use 3,000 gallons or less per month, and approximately 81.3% utilize 6,000 or less.

## **RECOMMENDATIONS**

Based off the information provided by Stantec, Staff recommends adopting the proposed recommendations from Stantec. These include:

- The proposed rate adjustments for Water and Sewer for each fiscal year through FY 2030/2031, which would allow the Village to fund the CIP at the recommended levels.
  - Water Annual Rate Adjustment (FY 26/27-30/31): 8% annually
  - Sewer Annual Rate Adjustment (FY 26/27-30/31): 5% annually
  - The rates will continue to be reviewed annually and adjusted accordingly if necessary.
- Scale the base charge based off meter size, and eliminate the “minimum bill”
- Modify the residential rate structure to a tiered structure to promote water conservation
- Maintain a uniform volumetric rate for non-residential users
- Utilize the cost of service for treatment and collection to follow for each county’s proposed sewer rate.