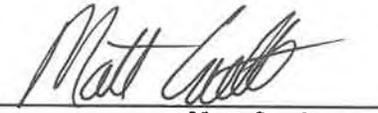


VILLAGE OF BARTLETT
VILLAGE HALL, 228 S. MAIN STREET
BOARD MEETING AGENDA
January 13, 2026
7:00 P.M.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **TOWN HALL:** (Note: Three (3) minute time limit per person)
5. ***CONSENT AGENDA***
All items listed with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the General Order of Business and considered at the appropriate point on the agenda.*
- *6. **MINUTES:** None
- *7. **BILL LIST:** None
8. **TREASURER'S REPORT:** November 2025
Sales Tax Report, November 2025
Motor Fuel Tax Report, November 2025
9. **PRESIDENT'S REPORT:** None
10. **QUESTION/ANSWER: PRESIDENT & TRUSTEES**
11. **STANDING COMMITTEE REPORTS:**
 - A. **BUILDING AND ZONING COMMITTEE, CHAIRMAN HOPKINS**
 1. None
 - B. **COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY**
 - *1. Resolution to Accept Planning Technical Assistance Services Delivered by the Chicago Metropolitan Agency for Planning (CMAP)
 2. 2026-2028 Strategic Plan
 - C. **FINANCE COMMITTEE, CHAIRMAN LAPORTE**
 1. None
 - D. **LICENSE AND ORDINANCE COMMITTEE, CHAIRMAN BATTERMANN**
 1. None
 - E. **POLICE AND HEALTH COMMITTEE, CHAIRMAN SUWANSKI**
 1. None
 - F. **PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE**
 - *1. Ordinance Amending the Bartlett Municipal Code Regarding Hazardous Material Emergency Response Reimbursement
12. **NEW BUSINESS**
13. **QUESTION/ANSWER: PRESIDENT & TRUSTEES**
14. **ADJOURNMENT**

CASH & INVESTMENT REPORT
FISCAL YEAR 2025/26 as of November 30, 2025

Fund	10/31/2025	Receipts	Disbursements	11/30/2025	Detail of Ending Balance			
					Cash	Investments	Net Assets/Liab.	11/30/2025
General	35,040,025	2,325,813	2,653,702	34,712,136	20,455,466	12,370,582	1,886,088	34,712,136
MFT	6,622,246	189,033	1,047	6,810,232	4,953,951	1,823,868	32,413	6,810,232
Debt Service	2,789,855	9,194	1,946,236	852,813	519,035	333,200	578	852,813
Capital Projects	1,987,547	6,312	0	1,993,859	29,135	1,978,602	(13,878)	1,993,859
Municipal Building	4,458,756	14,158	37,441	4,435,473	2,530,805	1,624,679	279,989	4,435,473
Developer Deposits	3,837,335	34,078	0	3,871,414	2,763,832	3,253,096	(2,145,514)	3,871,414
59 & Lake TIF	(2,546,875)	0	0	(2,546,875)	147	94	2,546,875	(2,546,875)
BC Municipal TIF	(78)	0	0	(78)	(47)	(30)	0	(78)
Bluff City TIF Municipal	597,199	2,179	0	599,378	365,038	234,340	0	599,378
Water	11,617,898	1,234,083	2,281,307	10,570,674	3,007,296	1,930,505	5,632,873	10,570,674
Sewer	31,407,269	690,449	772,481	31,325,237	5,799,040	3,722,697	21,803,500	31,325,237
Parking	(166,030)	8,028	10,786	(168,788)	0	0	(168,788)	(168,788)
Golf	(132,842)	112,786	212,567	(232,622)	0	0	(232,622)	(232,622)
Central Services	866,216	146,803	85,015	928,004	560,235	359,649	8,119	928,004
Vehicle Replacement	4,642,636	106,808	45,392	4,704,052	1,218,338	782,126	2,703,587	4,704,052
TOTALS	101,021,157	4,879,724	8,045,973	97,854,908	42,202,270	28,413,408	32,333,222	97,854,908
BC Project TIF	699,431	2,203	0	701,635	0	0	701,635	701,635
Bluff City Project TIF	2,088,536	1,917,449	1,907,200	2,098,785	1,278,218	820,567	0	2,098,785
Lake St. TIF	(3,237,565)	0	0	(3,237,565)	(1,971,766)	0	(1,265,798)	(3,237,565)
Bluff City SSA Debt Srv.	109,767	346	0	110,113	0	0	110,113	110,113
Police Pension	75,714,031	629,665	339,565	76,004,131	414,720	75,581,989	7,422	76,004,131


 Matt Coulter
 Finance Director

VILLAGE OF BARTLETT TREASURER'S REPORT
REVENUE & EXPENDITURE BUDGET COMPARISONS BY FUND
FISCAL YEAR 2025/26 as of November 30, 2025

Fund	Revenues				Expenditures			
	Actual	Current Year Budget	Percent	Prior YTD %	Actual	Current Year Budget	Percent	Prior YTD %
General	23,446,161	33,708,404	69.56%	69.50%	20,275,986	37,599,396	53.93%	58.77%
MFT	1,302,919	3,150,000	41.36%	57.93%	2,317,779	6,450,000	35.93%	12.43%
Debt Service	1,914,115	3,037,773	63.01%	81.57%	2,225,653	2,962,198	75.14%	75.63%
Capital Projects	60,405	20,000	302.02%	130.68%	1,132,756	0	100.00%	16.67%
Municipal Building	117,445	90,000	130.49%	102.61%	47,041	502,360	9.36%	11.45%
Developer Deposits	293,116	840,000	34.89%	66.37%	0	0	0.00%	0.00%
Bluff City SSA	2,608	2,500	104.32%	20.21%	0	60,000	0.00%	0.00%
59 & Lake TIF	241	605,000	0.04%	1.06%	0	605,000	0.00%	0.00%
Bluff City Municipal TIF	140,525	130,000	108.10%	114.77%	0	105,000	0.00%	0.00%
Bluff City Project TIF	3,940,547	4,120,000	95.64%	44.78%	1,907,200	4,100,000	46.52%	0.00%
Brewster Creek Municipal TIF	0	0	0.00%	323.54%	78	0	0.00%	261.89%
Brewster Creek Project TIF	16,712	15,000	111.42%	219.97%	0	0	0.00%	755.72%
Lake Street-Tif	0	0	0.00%	0.00%	3,237,565	0	100.00%	0.00%
Water	8,952,938	13,691,000	65.39%	64.89%	8,302,572	16,020,825	51.82%	62.13%
Sewer	5,337,178	7,335,000	72.76%	91.09%	4,979,608	9,478,382	52.54%	55.35%
Parking	57,967	75,000	77.29%	63.07%	43,893	72,600	60.46%	48.34%
Golf	2,550,876	3,412,500	74.75%	51.08%	2,079,988	3,266,927	63.67%	71.87%
Central Services	1,028,330	1,751,282	58.72%	58.88%	1,029,279	1,960,761	52.49%	54.16%
Vehicle Replacement	583,955	878,132	66.50%	70.87%	592,447	850,000	69.70%	44.25%
Police Pension	12,062,833	8,128,098	148.41%	117.08%	2,375,610	4,244,901	55.96%	63.72%
Subtotal	61,808,872	80,989,689	76.32%	74.30%	50,547,455	88,278,350	57.26%	56.64%
Less Interfund Transfers	(3,387,208)	(5,427,564)	62.41%	87.87%	(3,387,208)	(5,427,564)	62.41%	87.87%
Total	58,421,664	75,562,125	77.32%	73.13%	47,160,248	82,850,786	56.92%	54.26%

**VILLAGE OF BARTLETT TREASURER'S REPORT
MAJOR REVENUE BUDGET COMPARISONS
FISCAL YEAR 2025/26 as of November 30, 2025**

Fund	Actual	Current Year Budget	Percent	Prior YTD %
Property Taxes	8,113,197	12,882,559	62.98%	80.11%
Sales Taxes (General Fund)	4,592,801	5,900,000	77.84%	60.31%
Income Taxes	4,518,398	7,250,000	62.32%	61.28%
Telecommunications Tax	239,648	390,000	61.45%	58.48%
Home Rule Sales Tax	3,285,774	3,500,000	93.88%	68.21%
Real Estate Transfer Tax	528,259	600,000	88.04%	78.04%
Use Tax	259,367	800,000	32.42%	51.99%
Building Permits	699,501	900,000	77.72%	112.96%
MFT	1,102,175	1,800,000	61.23%	60.85%
Water Charges	8,544,812	13,100,000	65.23%	61.98%
Sewer Charges	4,529,297	7,000,000	64.70%	65.37%
Interest Income	1,658,045	1,725,000	96.12%	113.55%

**VILLAGE OF BARTLETT TREASURER'S REPORT
 GOLF FUND DETAIL (Excluding Capital Projects)
 FISCAL YEAR 2025/26 as of November 30, 2025**

Fund	Actual	Current Year Budget	Percent
Golf Program			
Revenues	1,510,317	2,121,500	71.19%
Expenses	1,083,105	1,854,331	58.41%
Net Income	427,213	267,169	159.90%
F&B - Restaurant			
Revenues	145,220	171,000	84.92%
Expenses	303,193	433,801	69.89%
Net Income	(157,973)	(262,801)	60.11%
F&B - Banquet			
Revenues	669,806	890,000	75.26%
Expenses	538,195	797,523	67.48%
Net Income	131,610	92,477	142.32%
F&B - Midway			
Revenues	225,532	230,000	98.06%
Expenses	99,260	116,772	85.00%
Net Income	126,272	113,228	111.52%
Golf Fund Total			
Revenues	2,550,876	3,412,500	74.75%
Expenses	2,023,753	3,202,427	63.19%
Net Income	527,122	210,073	250.92%

Sales Taxes

Month	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26
May	161,850	159,411	167,379	156,194	160,850	185,540	220,859	255,956	296,621	567,635
June	178,006	186,494	194,753	187,952	183,798	277,635	281,954	308,327	340,105	651,951
July	181,943	201,320	200,041	205,572	198,797	274,678	303,057	323,030	374,363	637,387
August	224,385	219,629	227,783	232,110	209,005	331,855	338,161	350,947	436,666	655,830
September	211,186	224,268	218,236	220,524	233,289	325,874	334,152	354,588	367,895	673,538
October	209,930	215,328	211,089	262,349	221,535	299,302	380,114	340,045	669,876	700,630
November	206,205	208,760	215,922	227,334	202,764	304,608	319,337	325,687	499,933	675,831
December	212,435	219,639	196,081	214,284	236,916	314,214	316,040	307,781	594,776	
January	207,123	221,599	221,276	243,184	208,079	282,703	338,672	334,418	676,203	
February	201,075	206,836	196,714	186,495	199,411	312,927	335,097	348,179	574,313	
March	190,934	196,530	181,590	203,051	203,477	308,392	452,524	334,584	590,749	
April	167,837	180,413	170,866	193,930	211,072	247,260	281,334	268,643	586,756	
Total	2,352,909	2,440,227	2,401,729	2,532,977	2,468,994	3,464,989	3,901,303	3,852,186	6,008,258	4,562,801
% increase	6.46%	3.71%	-1.58%	5.46%	-2.53%	40.34%	12.59%	-4.51%	118.42%	35.18%
Budget	2,205,000	2,400,000	2,425,000	2,460,000	2,575,000	3,400,000	3,400,000	4,050,000	4,950,000	5,900,000



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER



VENDOR WARRANT DETAIL

BARTLETT VILLAGE TREASURER



[RETURN HOME](#)

[VENDOR SUMMARY](#)

[CONTRACT SEARCH](#)

[PAYMENTS SEARCH](#)

[PAYMENTS ISSUED](#)

[PENDING PAYMENTS](#)

[PAYMENTS NOTIFICATIONS](#)

[Return Back](#)

Warrant/EFT#: EF 0013048

Fiscal Year

2026

Issue Date

11/07/25

Warrant Total

\$675,830.86

Warrant Status

Agency	Contract	Invoice	Voucher	Agency Amount
492 - REVENUE		A4530161	6A4530161	\$675,830.86

IOC Accounting Line Details

Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0189	492	27	44910055	4491	\$675,830.86	DISTRIBUTE MUNI/CNTY SALES TAX

Payment Voucher Description

Line	Text
1	IL DEPT. OF REVENUE AUTHORIZED THIS PAYMENT ON 11/06/2025
2	MUNICIPAL 1 % SHARE OF SALES TAX
3	LIAB MO: AUG. 2025 COLL MO: SEP. 2025 VCHR MO: NOV. 2025
4	?S PHONE: 217 785-6518 EMAIL: REV.LOCALTAX@ILLINOIS.GOV
61	MUNICIPAL 1 % SHARE OF SALES TAX

[Click here for assistance with this screen.](#)

MOTOR FUEL TAX

Month	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
May	93,139	91,478	86,848	83,590	96,769	134,647	138,706	148,455	143,652	149,421
June	58,737	72,645	79,592	76,204	99,562	138,322	143,599	154,189	157,757	152,959
July	94,278	95,252	93,416	95,250	121,837	137,127	140,615	146,693	156,001	157,678
August	89,533	89,970	90,079	137,033	142,172	148,687	135,008	152,712	165,946	172,782
September	79,032	79,527	75,247	148,846	132,059	142,475	146,887	161,807	160,216	164,417
October	91,489	91,053	98,725	136,575	130,305	131,236	139,533	145,203	157,805	156,352
November	93,216	92,796	92,950	153,788	131,647	144,611	140,270	170,467	166,026	160,419
December	97,757	91,055	89,502	180,890	136,795	153,239	160,435	160,431	154,353	
January	92,928	93,233	89,403	128,180	119,239	140,177	128,618	137,026	150,579	
February	88,602	80,765	81,313	126,802	112,605	96,768	131,699	146,175	156,060	
March	75,544	80,062	77,761	131,268	116,673	137,179	127,842	134,330	140,929	
April	90,224	94,326	91,212	122,218	135,751	138,279	146,038	147,837	148,567	
Subtotal	1,044,479	1,052,164	1,046,048	1,520,643	1,475,415	1,642,746	1,679,249	1,805,325	1,857,890	1,114,027
Plus:										
High Growth Jobs Now	37,801	37,266	36,909	9,192	89,348	61,771	-	37,987		
Rebuild Illinois					1,357,885	905,256	452,628			
Total	1,082,280	1,089,430	1,082,957	1,529,835	2,922,648	2,609,773	2,131,877	1,843,312	1,857,890	1,114,027
Budget	1,067,287	1,095,000	1,095,000	1,085,000	1,715,000	1,620,000	1,650,000	1,750,000	1,790,000	1,800,000



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

Bureau of Local Roads & Streets
217-782-1662

Municipality Report

December 1, 2025

Bartlett

MOTOR FUEL TAX ALLOTMENT AND TRANSACTIONS FOR NOVEMBER, 2025

Beginning Unobligated Balance		\$8,897,291.13
Motor Fuel Tax Fund Allotment	\$79,169.84	
MFT Transportation Renewal Fund Allotment	\$81,249.08	
Minus Amount Paid to State	\$0.00	
Net Motor Fuel Tax Allotment		\$160,418.92
Plus Credits Processed		\$0.00
Minus Authorizations Processed		\$0.00
Current Unobligated Balance		\$9,057,710.05

PROCESSED TRANSACTIONS:

Income Taxes - Based on Month vouchered (not necessarily paid in same month)

Month	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
May	738,677	562,075	552,308	565,171	827,513	415,461	693,410	1,304,763	988,791	1,100,016	1,286,294
June	306,761	268,673	285,636	261,088	258,429	257,341	608,397	383,282	463,652	471,450	446,092
July	432,821	383,442	377,861	353,016	386,474	408,647	545,787	647,045	617,724	685,865	748,806
August	251,174	223,293	180,579	259,137	277,037	558,708	306,468	333,265	405,992	458,266	429,173
September	239,229	243,902	212,997	252,907	245,191	316,571	323,647	362,169	368,502	359,762	366,019
October	420,455	360,422	324,300	393,064	437,466	458,423	588,142	663,057	712,313	768,224	788,447
November	277,231	241,907	244,065	283,096	285,514	309,760	337,156	419,871	479,810	461,166	453,567
December	216,813	219,162	214,871	234,648	269,799	274,242	314,565	376,725	376,979	359,994	
January	406,804	354,337	313,145	341,897	377,110	436,922	560,065	611,766	655,603	751,153	
February	445,170	409,813	453,275	411,330	388,526	461,926	698,349	604,890	620,344	613,630	
March	257,723	214,499	227,873	247,673	288,908	318,357	302,694	358,254	403,200	393,730	
April	398,780	413,655	349,908	397,816	424,333	507,617	646,664	576,594	636,579	720,976	
Total	4,391,638	3,895,179	3,736,819	4,000,843	4,466,301	4,723,974	5,925,343	6,641,682	6,729,489	7,144,231	4,518,397



Agenda Item Executive Summary

AGENDA ITEM: CMAP IGA

BOARD OR COMMITTEE: BOARD

BUDGET IMPACT

Amount	\$4,000	Budgeted	N/A
---------------	---------	-----------------	-----

Fund: Contingencies **Corresponding Activity Measure:**

EXECUTIVE SUMMARY

Bartlett's Downtown Transit-Oriented Development (TOD) plan was adopted in late 2016. The plan was funded by a CMAP grant of \$100,000 of the \$125,000 cost and identified various Opportunity sites suitable for development or redevelopment.

CMAP recently approved the village for a NEXT grant, providing an opportunity for CMAP staff to lend support with implementing recommendations from the 2016 Bartlett Downtown TOD plan to achieve desirable outcomes. Experts from the Urban Land Institute (ULI) will offer guidance and advice on redevelopment opportunities for key sites as part of this project.

The village must approve a Resolution supporting an Intergovernmental Agreement (IGA) with CMAP and commit to contributing \$4,000 to proceed.

ATTACHMENTS (PLEASE LIST)

Memo, Intergovernmental Agreement for Technical Assistance, Resolution

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goals: Continue review, revision, and implementation of TOD Plan.

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

Motion - I move to approve A RESOLUTION TO ACCEPT PLANNING TECHNICAL SERVICES DELIVERED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING

Staff: Tony Fradin, Economic Development Coord Date: January 6, 2026

ECONOMIC DEVELOPMENT MEMORANDUM

DATE: January 6, 2026
TO: Paula Schumacher, Village Administrator
FROM: Tony Fradin, Economic Development Coordinator *TF*
RE: CMAP Intergovernmental Agreement (IGA) for Technical Assistance

BACKGROUND:

The Chicago Metropolitan Agency for Planning (CMAP) administers grant programs to assist municipalities in the region with long-term planning projects. The village has previously applied for and been the recipient of CMAP grants to help plan downtown Bartlett including \$100,000 (out of \$125,000) to develop the Downtown Bartlett Transit Oriented Development (TOD) Plan that was adopted in fall 2016, and subsequently an additional \$20,000 grant to develop the Downtown Overlay District guidelines.

Mayor Gunsteen and the Village Board have expressed a desire to revisit the parameters and viability of the 2016 TOD Plan, so staff applied for CMAP's NEXT grant, which is described on CMAP's website as follows:

NEXT program (plan implementation assistance)

Cultivating innovative approaches that implement the principles of ON TO 2050 and support communities capacity to organize plan implementation efforts and achieve plan goals.

Local governments seeking to take the next steps toward achieving the outcomes outlined in local plans, including past CMAP and RTA plans, should consider applying for the NEXT program. CMAP will work with communities to help organize implementation efforts, prioritize planned improvements, promote economic prosperity, develop an action plan, and assist with executing the action plan.

The village was approved for this grant in CMAP's 2026 cycle. Staff has spoken with representatives on multiple occasions, and the plan is for them to study downtown Bartlett, review opportunity sites from the TOD plan, and to ultimately help organize implementation efforts, prioritize planned improvements, promote economic prosperity, and assist with executing the action plan to help position our downtown for future growth.

WHAT CMAP WILL PROVIDE:

The three primary deliverables that the village will obtain from this endeavor will be:

- 1) A market analysis report that will provide a current overview of existing housing, retail, office, and other commercial and employment generating uses in the study

- area and the outlook for these markets. The analysis will also examine what has changed within the market since the completion of the 2016 Downtown TOD Plan.
- 2) An Urban Land Institute (ULI) developer discussion, consisting of a panel of development experts that will offer guidance and advice on redevelopment opportunities for key sites in downtown Bartlett.
 - 3) A ULI summary report, which will outline the developer panel's recommendations and provide near-term and long-term strategies for attracting investment to vacant and underutilized sites.

THE VILLAGE'S FINANCIAL OBLIGATION:

The village will be responsible for a contribution in the amount of \$4,000 due on October 31, 2026.

Attached is a Resolution to accept planning technical assistance from CMAP including an Intergovernmental Agreement for Technical Assistance for Bartlett NEXT.



A26-0045
INTERGOVERNMENTAL AGREEMENT FOR
TECHNICAL ASSISTANCE
Bartlett NEXT

THIS AGREEMENT is hereby entered by and between the Chicago Metropolitan Agency for Planning, (hereinafter "CMAP"), a body politic and corporate created by the State of Illinois, and *Bartlett* (hereinafter "GOVERNMENTAL BODY")

The terms and conditions of this agreement are as follows:

1. Purpose. The purpose of this agreement is to facilitate technical assistance to the GOVERNMENTAL BODY for *Bartlett NEXT* which incorporates the regional ON TO 2050 principles of resilience, inclusive growth, and prioritized investment (hereinafter "PROJECT")
2. Term of Agreement. The project is to commence as soon as practicable after the execution of this Agreement and shall be undertaken and completed in such sequence as to assure their expeditious completion pursuant to the terms of this Agreement. The project is expected to take twenty-four (24) months from the date of kick-off.
2. Scope of Services and Responsibilities. CMAP and the GOVERNMENTAL BODY hereby agree to the scope of services and responsibilities set forth in the Solution Clarification Summary included herein as **Attachment 1** and **Attachment 2**.
3. Agreements. The General Provisions included herein as **Attachment 3**, apply to and are incorporated into this Agreement with full force and effect.
4. Local contribution. The GOVERNMENTAL BODY will be responsible for a contribution in the amount of \$4,000 which will be deposited in the Local Technical Assistance Contribution Fund. CMAP will invoice the GOVERNMENTAL BODY and the payment will be due on *10/31/2026*. The contribution and invoice will be pursuant to **Attachment 4** herein.

List of Attachments:

- Attachment 1: Solution Clarification Summary
- Attachment 2: Technical Assistance Roles and Responsibilities
- Attachment 3: General Terms and Conditions
- Attachment 4: Technical Assistance Local Contribution

APPROVALS:

For the GOVERNMENTAL BODY:

Authorized Signature: _____ Date: _____

Name/Title: _____

Government Name:

Government Address: _____

Attest:

Authorized Signature: _____ Date: _____

Name/Title: _____

CMAP:

Authorized Signature: _____ Date: _____

Erin Aleman, Executive Director

Chicago Metropolitan Agency for Planning

433 West Van Buren Street, Suite 450 Chicago IL 60607

Attest:

Authorized Signature: _____ Date: _____

Name/Title: _____



ATTACHMENT 1: SOLUTION CLARIFICATION SUMMARY

WORK PLAN NO.	PROJECT TITLE	DATE
2026.030	Bartlett Downtown TOD Plan NEXT	12/30/2025
Project Lead:	Katie Piotrowska	
Executive Sponsor/Customer:	Stephane Phifer / Tony Manno	

PROBLEM/OPPORTUNITY THIS PROJECT IS ADDRESSING

Many municipalities in Northeastern Illinois lack staff or resources to successfully implement a long-range plan, resulting in unrealized plan goals. The NEXT program provides an opportunity for CMAP staff to assist local governments with taking the next steps toward achieving the outcomes outlined in their local plans.

Bartlett is seeking support with implementing recommendations of the 2016 Bartlett Downtown TOD Plan that address key economic development issues.

SOLUTION OVERVIEW

CMAP will work with the Village of Bartlett to help organize implementation efforts, prioritize planned improvements, promote economic prosperity, develop an action plan, and assist with executing the action plan.

MUST HAVE CHARACTERISTICS

- A market analysis report that will provide a current overview of existing housing, retail, office, and other commercial and employment generating uses in the study area and the outlook for these markets. The analysis will also examine what has changed within the market since the completion of the 2016 Downtown TOD Plan.
- An Urban Land Institute (ULI) developer discussion, consisting of a panel of development experts that will offer guidance and advice on redevelopment opportunities for key sites in downtown Bartlett.
- A ULI summary report, which will outline the developer panel’s recommendations and provide near-term and long-term strategies for attracting investment to vacant and underutilized sites

NOT PART OF THE SOLUTION / EXCLUSIONS

- Engineering plans
- Site plans, renderings
- Assistance with brokering a development deal

LOCAL CONTRIBUTION

Local contribution (amount/due date)	\$4,000 due 10/31/2026
--------------------------------------	------------------------



Chicago Metropolitan Agency for Planning

ATTACHMENT 2: CMAP TECHNICAL ASSISTANCE ROLES AND RESPONSIBILITIES

Signatories of this Agreement (hereinafter jointly “Party” or “Parties”) certify that these roles and responsibilities for this project will be adhered to unless amended in writing.

The Parties shall perform and carry out in a satisfactory and proper manner, as determined by CMAP, the following:

1. Project Charter. The PROJECT and all work performed by CMAP will be consistent with the Project Charter included herein as “ATTACHMENT 1”. Changes to the project charter must be jointly agreed to by the Parties.

2. Scope of Work. Parties will jointly determine and document the PROJECT scope of work, timelines, public engagement schedules, commitment of non-staff resources by either Party, and other elements prior to beginning the work outlined in the scope of work. CMAP may also request GOVERNMENTAL BODY assistance to establish expectations and performance goals for the PROJECT and process. Said scope of work shall be finalized and mutually agreed to by both parties prior to beginning work.

- a) Parties shall jointly agree to changes to PROJECT scope or timelines; CMAP may discontinue the PROJECT if major deviations, changes, or expansions of scope or schedule occur.
- b) All work performed by CMAP staff must be related to the scope of work.

3. Roles and Relationship. Parties shall perform and carry out in a satisfactory and proper manner, as determined by CMAP the following:

- a) CMAP shall assign staff to work with local governments and the community as part of the Local Technical Assistance program.
- b) GOVERNMENTAL BODY shall assign a lead person to be the main point of contact for CMAP staff.
- c) CMAP staff will report on the overall scope of work and day-to-day activities to the GOVERNMENTAL BODY.
- d) Assigned staff are CMAP employees and CMAP is responsible for evaluating their performance.
- e) CMAP management, in addition to the CMAP staff assigned to the PROJECT, may periodically check-in (frequency to be determined based on need) with GOVERNMENTAL BODY.
- f) CMAP is responsible for assigning relevant CMAP staff to work on the PROJECT (based on availability, skills, familiarity with the area, and subject matter expertise).
- g) GOVERNMENTAL BODY understands that CMAP assistance is provided as a means of advancing the implementation of ON TO 2050 the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties.

4. Access to resources. CMAP staff will have full access to CMAP data and other resources, including specialized CMAP staff (for advanced mapping, data, outreach, communications, or topic-specific expertise). The GOVERNMENTAL BODY will provide CMAP access to data as follows:

- a) The GOVERNMENTAL BODY will provide access to relevant staff who will need to be involved in the PROJECT, and will ensure that they allocate sufficient time to the PROJECT.

- b) The GOVERNMENTAL BODY will provide access to all relevant internal data, reports, and other information necessary to successfully complete the PROJECT.
- c) The GOVERNMENTAL BODY's leadership (key staff, planning commissioners, board members, other elected officials, other decision-makers) commits to participate in the PROJECT and allocate sufficient time at meetings (Plan Commission meetings, GOVERNMENTAL BODY meetings, etc.) to ensure due consideration so the PROJECT is successful.

5. Demonstration of local support. GOVERNMENTAL BODY agrees to provide an inclusive, open, safe and welcoming environment in which to conduct meetings and outreach events.

- a) The GOVERNMENTAL BODY shall be responsible for working with CMAP to identify members for a steering committee or similar oversight group.
- b) If public outreach is a component of the PROJECT, the GOVERNMENTAL BODY agrees to participate in public outreach and engagement efforts; including assisting in dissemination of PROJECT and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information.

6. Project management and review. CMAP will have lead responsibility for project management. CMAP shall in all reasonable ways coordinate and work with the GOVERNMENTAL BODY staff as the PROJECT proceeds. The GOVERNMENTAL BODY in all reasonable ways shall cooperate with CMAP and the consultant, if any. CMAP shall require the consultant, if any, to provide the GOVERNMENTAL BODY with all of the consultants' deliverables, if any, at the time they are delivered to CMAP. CMAP and GOVERNMENTAL BODY shall notify the other of all scheduled PROJECT related meetings with the consultant, if any, to enable the other to attend the meetings if desired.

- a) Allocation of CMAP staff to the PROJECT will vary over time based on project timeline and work needs.
- b) In order to maintain PROJECT progress and momentum, the GOVERNMENTAL BODY agrees to review and provide feedback on PROJECT deliverables in a timely manner, in accordance with the agreed upon timelines.
- c) GOVERNMENTAL BODY agrees to make best faith effort to adopt and implement the completed plan within agreed upon timelines.



Chicago Metropolitan Agency for Planning

ATTACHMENT 3: CMAP GENERAL TERMS AND CONDITIONS

Signatories of this Agreement certify that these conditions and procedures and terms and the conditions and procedures specific to this project will be adhered to unless amended in writing.

1. **Complete Agreement.** This Agreement including all exhibits and other documents incorporated or referenced in the Agreement, constitutes the complete and exclusive statement of the terms and conditions of the Agreement between CMAP and the GOVERNMENTAL BODY and it supersedes all prior representations, understandings and communications regarding this PROJECT. The validity in whole or in part of any term or condition of this Agreement shall not affect the validity of other terms or conditions of this Agreement.
 - a) Either Party's failure to insist in any one or more instances upon the performance of any terms or conditions of this Agreement shall not be construed as a waiver or relinquishment of said Party's right to such performance by the other Party or to future performance of such terms or conditions and the other Party's obligation in respect thereto shall continue in full force and effect. The GOVERNMENTAL BODY shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions that can affect the work or the cost thereof. Any failure by the GOVERNMENTAL BODY to do so will not relieve it from responsibility for successfully performing the work without additional expense to CMAP.
 - b) CMAP and the GOVERNMENTAL BODY assume no responsibility for any understanding or representations made by any of its officers, employees or agents prior to the execution of this Agreement, unless such understanding or representations by both parties are expressly stated in this Agreement.
 - c) Changes: CMAP and the GOVERNMENTAL BODY may from time to time order work suspension or make any change in the general scope of this Agreement including, but not limited to changes, as applicable, in the drawings, specifications, delivery schedules or any other particular of the description, statement of work or provisions of this Agreement. If any such change causes an increase or decrease in the cost or time required for performance of any part of the work under this Agreement, CMAP shall promptly notify the GOVERNMENTAL BODY and a written amendment will be prepared for Agreement between CMAP and the GOVERNMENTAL BODY for changes in scope, time and/or costs. No amendments are effective until there is a written Agreement that has been signed by both parties.
 - d) Changes to any portion of this Agreement shall not be binding upon CMAP and the GOVERNMENTAL BODY except when specifically confirmed in writing by an authorized representative of CMAP and an authorized representative of the GOVERNMENTAL BODY.

e) For its convenience, CMAP reserves the right to extend the Term of this agreement. Any changes to the Term of this Agreement shall not be binding until specifically confirmed in writing by authorized representatives of both parties.

2. **Compliance/Governing Law.** The terms of this Agreement shall be construed in accordance with the laws of the State of Illinois. Any obligations and services performed under this Agreement shall be performed in compliance with all applicable state and federal laws.
3. **Availability of Appropriation (30 ILCS 500/20-60).** This Agreement is contingent upon and subject to the availability of funds. CMAP, at its sole option, may terminate or suspend this Agreement, in whole or in part, without penalty, if the Illinois General Assembly, the state funding source, or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason. The GOVERNMENTAL BODY will be notified in writing of the failure of appropriation or of a reduction or decrease in appropriation.
4. **Allowable Charges.** No expenditures or charges shall be included in the cost of the PROJECT that are: (i) contrary to provisions of this Agreement or the latest budget approved by a duly-authorized official of CMAP and the GOVERNMENTAL BODY; (ii) not directly for carrying out the PROJECT; (iii) of a regular and continuing nature, except that of salaries and wages of appointed principal executives of CMAP who have not been appointed specifically for the purposes of directing the PROJECT, who devote official time directly to the PROJECT under specific assignments, and respecting whom adequate records of the time devoted to and services performed for the PROJECT are maintained by CMAP may be considered as proper costs of the PROJECT to the extent of the time thus devoted and recorded if they are otherwise in accordance with the provisions hereof; or (iv) incurred without the consent of CMAP after written notice of the suspension or termination of any or all of CMAP's obligations under this Agreement.
5. **Audits.** The records and supportive documentation for all completed projects are subject to an on-site audit by CMAP and the GOVERNMENTAL BODY. CMAP and the GOVERNMENTAL BODY reserve the right to inspect and review, during normal working hours, the work papers of the independent auditor in support of their audit report.
6. **Access to Records.** CMAP and the GOVERNMENTAL BODY shall maintain, for a minimum of **three years** after the completion of the Agreement, adequate books, records and supporting documents related to the Agreement which shall be made available for review upon request. Failure to maintain the books, records and supporting documents required by this Section shall establish a presumption in favor of CMAP for the recovery of any funds paid by CMAP under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. In addition:

- a) If any litigation, claim or audit is started before the expiration of three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
- b) Records for nonexpendable property acquired with federal funds shall be retained for three (3) years after its final disposition.
- c) CMAP shall include in all subcontracts, if any, under this Agreement a provision that CMAP and the GOVERNMENTAL BODY will have full access to and the right to examine any pertinent books, documents, papers, and records of any such subcontractors involving transactions related to the subcontract for three (3) years from the final payment under that subcontract except that:
 - 1) If any litigation, claim or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
 - 2) Records for nonexpendable property acquired with federal funds shall be retained for three (3) years after its final disposition.

The term "subcontract" as used in this clause excludes purchase orders not exceeding \$2,500.

7. Procurement Procedures. All procurement transactions for Contractual Services, Commodities and Equipment shall be conducted in a manner that provides maximum open and free competition. The GOVERNMENTAL BODY and CMAP shall also meet the following minimum procedural requirements.

- a) Subcontracting: Subcontracting, assignment or transfer of all or part of the interests of CMAP concerning any of the obligations covered by this Agreement is prohibited without prior written consent of the GOVERNMENTAL BODY.
- b) Procurement of Goods or Services: For purchases of products or services with any Agreement funds that cost more than \$2,500 but less \$10,000, CMAP shall obtain price or rate quotations from an adequate number (at least three) of qualified sources. Procurement of products or services with any Agreement funds that are in excess of \$10,000 will require CMAP to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures, the procedures of CMAP will be used. CMAP may only procure products or services from one source with any Agreement funds if: (1) the products or services are available only from a single source; or (2) after solicitation of a number of sources, competition is determined inadequate.
- c) Records. CMAP and the GOVERNMENTAL BODY shall maintain records sufficient to detail the significant history of procurements. These records shall include, but are not necessarily limited to: information pertinent to rationale for the method of

procurement, selection of contract type, contractor selection or rejection, and basis for the cost or price.

- d) No CMAP or GOVERNMENTAL BODY employee shall participate in the procurement of products or services if a conflict of interest, real or apparent, would be involved. No employee shall solicit or accept anything of monetary value from bidders or suppliers.

8. Equipment Inventory. An inventory of non-expendable personal property having a useful life of more than two years and an acquisition cost of \$500 or more is subject to periodic inspection by CMAP and the GOVERNMENTAL BODY.

9. Method of Payment. PROJECT expenditures are paid directly from federal, state funds or other funds. Because CMAP is responsible for obtaining federal reimbursement for PROJECT expenditures when applicable, it is necessary that CMAP monitor all procedures and documents which will be used to claim and support PROJECT-related expenditures.

10. Suspension. If the GOVERNMENTAL BODY fails to comply with the special conditions and/or the general terms and conditions of this Agreement, CMAP may, after written notice to the GOVERNMENTAL BODY, suspend the Agreement, pending corrective action by the GOVERNMENTAL BODY. If corrective action has not been completed within sixty (60) calendar days after service of written notice of suspension, CMAP shall notify the GOVERNMENTAL BODY in writing that the Agreement has been terminated by reason of default in accordance with Paragraph 11 "Termination" herein.

11. Termination.

- a) This Agreement may be terminated in whole or in part in writing by CMAP or the GOVERNMENTAL BODY for its convenience (hereinafter termed "Termination for Convenience"), provided that the terminating party provides not less than fourteen (14) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate to the respective address set forth on the signature page of this Agreement.
- b) Upon notice of termination by either party, CMAP shall (i) promptly discontinue all services affected (unless the notice directs otherwise) and (ii) deliver or otherwise make available to the GOVERNMENTAL BODY all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by CMAP in performing this Agreement, whether completed or in process.
- c) No Further Liability. Each party agrees that the rights of termination hereunder are absolute and it has no right to a continued relationship with the other after termination (except as expressly stated herein). Neither party shall incur any liability whatsoever for any damage, loss or expense of any kind suffered or incurred by the other (or for any compensation to the other) arising from or incident to any

termination of this Agreement by such party that complies with the terms of the Agreement whether or not such party is aware of any such damage, loss or expense.

12. Remedies. Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes and other matters in question between CMAP and the GOVERNMENTAL BODY arising out of or relating to this Agreement or the breach thereof will be decided by arbitration. If the parties hereto mutually agree, a request for remedy may be sought from a court of competent jurisdiction within the State of Illinois, County of Cook.

13. Equal Employment Opportunity. The GOVERNMENTAL BODY and CMAP will comply with Executive Order 11246 entitled "Equal Employment Opportunity," as amended by U.S. Department of Labor regulations (41 CFR Part 60) and the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights. In connection with the execution of this Agreement, the GOVERNMENTAL BODY and CMAP shall not discriminate against any employee or an applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service. The GOVERNMENTAL BODY and CMAP shall take affirmative actions to ensure that applicants are employed and that employees are treated during their employment without regard to their race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status, or an unfavorable discharge from military service. Such actions shall include, but not be limited to, employment, promotion, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, and selection for training or apprenticeship. The GOVERNMENTAL BODY and CMAP shall cause the provisions of this paragraph to be inserted into all subcontractors' work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that such provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

14. Small and Minority Business Enterprise. In connection with the performance of this Agreement the GOVERNMENTAL BODY will cooperate with CMAP in meeting CMAP's commitments and goals with respect to the maximum utilization of small business and minority business enterprises, and will use its best efforts to ensure that small business and minority business enterprises shall have the maximum practicable opportunity to compete for work under this Agreement.

15. Political Activity. No portion of funds for this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

16. Prohibited Interest.

- a) No officer or employee of CMAP or the GOVERNMENTAL BODY and no member of its governing body and no other public official of any locality in which the PROJECT objectives will be carried out who exercises any functions or responsibilities in the

review or approval of the undertaking or carrying out of such objectives shall (i) participate in any decision relating to any contract negotiated under this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; or (ii) have any financial interest, direct or indirect, in such contract or in the work to be performed under any such subcontract.

- b) No member of or delegate of the Illinois General Assembly or the Congress of the United States of America, and no federal Resident Commissioner, shall be admitted to any share hereof or to any benefit arising herefrom.
- c) The GOVERNMENTAL BODY and CMAP warrants and represents that no person or selling agency has been employed or retained to solicit or secure this Agreement, upon an agreement or understanding for a commission, percentage, bonus, brokerage or contingent fee, or gratuity, excepting its bona fide employees. For breach or violation of this warranty CMAP or the GOVERNMENTAL BODY shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage bonus, brokerage or contingent fee, or gratuity.

17. Conflict of Interest. In order to avoid any potential conflict of interest, the GOVERNMENTAL BODY and CMAP agree during the term of this Agreement not to undertake any activities which could conflict directly or indirectly with the interest of CMAP or the GOVERNMENTAL BODY. The GOVERNMENTAL BODY shall immediately advise CMAP of any such conflict of interest. CMAP shall make the ultimate determination as to whether a conflict of interest exists.

18. Ownership of Documents/Title of Work. All documents, data and records produced by the GOVERNMENTAL BODY or CMAP in carrying out the obligations and services hereunder, without limitation and whether preliminary or final, shall become and remains the property of CMAP and the GOVERNMENTAL BODY. CMAP and the GOVERNMENTAL BODY shall have the right to use all such documents, data and records without restriction or limitation and without additional compensation. All documents, data and records utilized in performing research shall be available for examination by CMAP or the GOVERNMENTAL BODY upon request. Upon completion of the services hereunder or at the termination of this Agreement, all such documents, data and records shall, at the option of CMAP or the GOVERNMENTAL BODY, be appropriately arranged, indexed and delivered to CMAP or the GOVERNMENTAL BODY.

19. Publication. CMAP and the GOVERNMENTAL BODY shall have royalty-free, nonexclusive and irrevocable license to reproduce, publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data or other materials specifically prepared under this Agreement, and to authorize other material to do so. The GOVERNMENTAL BODY and CMAP shall include provisions appropriate to effectuate the purpose of this clause in all contracts for work under this Agreement.

20. Confidentiality Clause. Except as required pursuant to a validly issued subpoena, lawful request by a governmental entity or any applicable laws, including without limitation any Federal or State Freedom of Information Acts, any documents, data, records, or other information given to or prepared by the GOVERNMENTAL BODY or CMAP pursuant to this Agreement shall not be made available to any individual or organization without prior written approval by CMAP or the GOVERNMENTAL BODY. All information secured in connection with the performance of services pursuant to this Agreement shall be kept confidential unless disclosure of such information is approved in writing by CMAP or the GOVERNMENTAL BODY. Nothing in these restrictions interfere with the lawful obligation to respond to FOIA requests.

21. Reporting/Consultation. The GOVERNMENTAL BODY shall consult with and keep CMAP fully informed as to the progress of all matters covered by this Agreement. CMAP shall consult with and keep the GOVERNMENTAL BODY fully informed as to the progress of all matters covered by this Agreement.

22. Identification of Documents. All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within CMAP or the GOVERNMENTAL BODY offices, shall carry the following notation on the front cover or a title page or, in the case of maps, in the same area which contains the name of the GOVERNMENTAL BODY. "This material was prepared in consultation with CMAP, the Chicago Metropolitan Agency for Planning, (<http://www.cmap.illinois.gov>)."

23. Force Majeure. Either party shall be excused from performing its obligations under this Agreement during the time and to the extent that it is prevented from performing by a cause beyond its control including, but not limited to: any incidence of fire, flood; acts of God; commandeering of material, products, plants or facilities by the Federal, state or local government; national fuel shortage; or a material act of omission by the other party; when satisfactory evidence of such cause is presented to the other party, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the party not performing.

24. Independent Contractors. Contractor's relationship to CMAP and the GOVERNMENTAL BODY in the performance of this Agreement is that of an independent contractor. Contractor's personnel performing work under this Agreement shall at all times be under the contractor's exclusive direction and control and shall be employees of contractor and not employees of CMAP or the GOVERNMENTAL BODY. Contractor's shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, including, but not limited to, social security, income tax withholding, unemployment compensation, workers' compensation insurance and similar matters

25. Federal, State and Local Laws. CMAP and the GOVERNMENTAL BODY warrant that in the performance of this Agreement they shall comply with all applicable federal, state and local laws, statutes and ordinances and all lawful orders, rules and regulations promulgated thereunder. Since laws, regulations, directives, etc. may be modified from time-to-time, CMAP and the GOVERNMENTAL BODY shall be responsible for compliance

as modifications are implemented. The CMAP or the GOVERNMENTAL BODY'S failure to comply shall constitute a material breach of this contract.

26. Hold Harmless and Indemnity. Each party to this Agreement shall indemnify, defend and hold harmless the other party to this Agreement, and its officers, officials, directors, employees, volunteers and agents from and against any and all claims (including attorney's fees and reasonable expenses for litigation or settlement) for any loss, or damages, bodily injuries, including death, damage to or loss of use of property caused by the negligent acts, omissions or willful misconduct of the respective party and its officers, officials, directors, employees, agents, volunteers, subcontractors or suppliers, in connection with or arising out of the performance of this Agreement.

27. Equal Employment Opportunities -- Affirmative Action Sexual Harassment. CMAP and the GOVERNMENTAL BODY must comply with the Illinois Board of Human Rights Act and rules applicable to public funds, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (775 ILCS 5/2-105).

28. International Boycott. The GOVERNMENTAL BODY and CMAP certify that neither or any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This applies to contracts that exceed \$10,000 (30 ILCS 582).

29. Forced Labor. The GOVERNMENTAL BODY and CMAP certify it complies with the State Prohibition of Goods from forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to CMAP or the GOVERNMENTAL BODY under this Agreement have been or will be produced in whole or in part by forced labor, or indentured labor under penal sanction (30 ILCS 583).

30. Subcontracts. Any subcontractors or outside associates or contractors required by CMAP in connection with the services covered by this Agreement will be limited to such individuals or firms as were specifically identified and agreed to during procurement negotiations. Contractors and subcontractors, and any substitutions in or additions to such subcontractors, associates or contractors, will be subject to the prior approval of CMAP and the GOVERNMENTAL BODY.

All contracts and subcontracts for work under this Agreement shall contain those applicable provisions which are required in this Agreement.

The Contractor, if any, may not subcontract services agreed to under this Agreement without prior written approval of CMAP and the GOVERNMENTAL BODY.



Chicago Metropolitan
Agency for Planning

ATTACHMENT 4: TECHNICAL ASSISTANCE LOCAL CONTRIBUTION

The GOVERNMENTAL BODY will be responsible for a contribution in the amount identified in the agreement which will be deposited in the Local Technical Assistance Contribution Fund.

The Local Technical Assistance Contribution Fund supports the development and promotion of the goals and policies of the Regional Comprehensive Plan. The contribution shall be expended to address the development and transportation challenges in the northeastern Illinois region and to support those functions and programs consistent with the Regional Planning Act (70 ILCS 1707). This includes but is not limited to technical assistance programs, policy development, research and data collection, public engagement, and planning in areas such as land use, housing, economic development, preservation of natural resources, transportation, water supply, flood control, sewers, and governance in the form of model ordinances and best practices that may be enacted by local governments.

Payment will be made within thirty (30) days of receipt of invoice unless there is a discrepancy regarding the invoice. Transfer of funds shall be made electronically.

RESOLUTION 2026 - _____

**A RESOLUTION TO ACCEPT PLANNING TECHNICAL ASSISTANCE SERVICES
DELIVERED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING
(CMAP)**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, pursuant to its home rule authority, as follows:

SECTION ONE: APPROVAL. The Intergovernmental Agreement between the Village of Bartlett and the Chicago Metropolitan Agency for Planning (CMAP) for technical assistance services related to the NEXT implementation project (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: AUTHORIZATION. The Village President is hereby authorized and directed to execute the Agreement on behalf of the Village of Bartlett.

SECTION THREE: LOCAL CONTRIBUTION. Pursuant to the provisions of the Agreement, the Village agrees to pay CMAP the local financial contribution in the amount of \$4,000.

SECTION FOUR: PURPOSE. The Village accepts the offer of staff assistance services by CMAP and recognizes that these services are provided for the purpose of advancing the implementation of ON TO 2050 and other CMAP priorities.

SECTION FIVE: ADMINISTRATION. The Village recognizes that provisions governing the administration of technical assistance services, and, if necessary, the discontinuance of such services, are included in the Agreement.

SECTION SIX: SEVERABILITY. The various provisions of this Resolution are to be considered as severable, and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION SEVEN: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION EIGHT: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

Daniel H. Gunsteen, Village President

ATTEST:

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2026 - _____ enacted on _____, 2026, and approved on _____, 2026, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk



Agenda Item Executive Summary

AGENDA ITEM: 2026-2028 Strategic Plan

BOARD OR COMMITTEE: Board

BUDGET IMPACT

Amount

Budgeted

Fund:

Corresponding Activity Measure: N/A

EXECUTIVE SUMMARY

2026-2028 Strategic Plan

Through a series of meetings, analysis, staff input, and a residential gallery, the Village board with the assistance of the stakeholders, and CP2 Consulting crafted a three-year plan. The plan has five major goals, all with complimentary targets and outcomes.

The Strategic Plan prioritizes five focused goals: *fiscal sustainability, future-focused development, quality of life, future-ready workforce, and critical infrastructure preserved*. The outcomes and targets that are within the plan are also attached.

CP2 Consulting will be at an upcoming board meeting for further analysis of the plan

Motion: I move to approve the 2026-2028 Strategic Plan

ATTACHMENTS (PLEASE LIST)

Plan

RELATIONSHIP TO STRATEGIC PLAN GOAL

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion: I Move to approve the 2026-2028 Strategic Plan

MOTION:

Staff: Scott Skrycki, Asst. Village Administrator

Date: 12/29/25

Memorandum

To: Village President and Board of Trustees
 CC: Paula Schumacher, Village Administrator
 From: Scott Skrycki, Assistant to the Administrator
 Date: 1/7/2026
 Re: Strategic Plan

Through a series of discussions, gallery sessions, and detailed analysis, a defined set of goals, outcomes, and targets were established to advance and adopt the 2026–2028 Strategic Plan. The focus was narrowed to the most critical areas, while ensuring the Village continues to strengthen and protect its most valuable assets. The five strategic plan pillars are Financial Stability, Future-Focused Development, Quality of Life, Future-Ready Workforce, and Critical Infrastructure Preserved.

Goal: Financial Sustainability

Outcome	Target	Timeline
Calibrate General Corporate Property Tax Levy to Capture New Growth	Present new growth data and police pension data to the Board	October annually
Percentage of Services Delivered Covered by Fees Collected	Complete Water and Sewer Study	December 2026
	Determine the cost of all services delivered	December 2028
Grant Strategy Established	Develop a Grant Matrix	May 2026
	Prepare three projects for grant eligibility	Annually

Goal: Future-Focused Development

Outcome	Target	Timeline
Developer in Place for 20-Acre Parcel	Facilitate public engagement and visioning	April 2026
	Issue Request for Proposals to developers	August 2026
	Select developer	March 2027
Community Vision for Downtown Understood	Launch Transit-Oriented Development implementation strategy	December 2026
	Conduct digital engagement and gather public input	June 2027
Increased Residential Housing Options	Enter into development agreements for multifamily developments	December 2028

Goal: Quality of Life

Outcome	Target	Timeline
Expanded Civic Engagement	Implement new Economic	June 2026

Opportunities	Development Commission format	
Coordinated Community Engagement	Conduct quarterly meetings with under-engaged populations	Ongoing
	Launch new Village website	September 2026
Evidence-Based Safety Engagement	Implement data-driven public safety program	December 2028

Goal: Future-Ready Workforce

Outcome	Target	Timeline
Satisfied and Engaged Workforce	Conduct stay interviews for 25 percent of workforce	Annually
Staff Capacity to Meet Service Demands	Report service response time data	Quarterly beginning May/Sept 2026
	Establish minimum staffing levels	November 2027
	Reduce time to fill police vacancies by 10 percent	July 2026
Organizational Resilience	Implement comprehensive employee development program	Ongoing
	Establish skill-based career development plans for 25 percent of roles	Annually
	Provide 20 hours of professional training per employee	Annually

Goal: Critical Infrastructure Preserved

Outcome	Target	Timeline
Assets Maintained to Meet Level of Service	Implement asset management software for Streets	December 2026
	Implement asset management software for Water	December 2027
	Implement asset management software for Sewer	December 2028
Lead Service Lines Eliminated	Eliminate one-third of lead service lines annually	2026–2028
Oak Avenue Realignment	Complete Phase I engineering	March 2027
	Complete Phase II engineering	March 2028
Naperville Road and Route 59 Bicycle Connections	Complete engineering	June 2027
	Begin construction	June 2028



Agenda Item Executive Summary

AGENDA ITEM: Hazardous Material Reimbursement Ordinance

BOARD OR COMMITTEE: Board

BUDGET IMPACT

Amount \$ N/A Budgeted \$

Fund: Corresponding Activity Measure: N/A

EXECUTIVE SUMMARY

It's considered a best practice for communities near highways, industrial areas, or railroad lines where spills are more likely, to have an ordinance that addresses the recovery of costs associated with an emergency response to a hazardous materials spill.

Hazmat incidents often require specialized equipment, overtime pay, technical consultants, and disposal services. These costs are far beyond normal emergency budgets, so reimbursement ordinances allow municipalities to recover actual expenses and avoid budget shortfalls.

The ordinance also outlines definitions for emergency assistance, hazardous material and responsible party, as well as fines associated for non-compliance.

ATTACHMENTS (PLEASE LIST)

Memo, Ordinance

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

MOTION: I move to approve ordinance 2026 _____. An ordinance amending the Bartlett Municipal Code regarding hazardous materials emergency response reimbursement

Staff: Paula Schumacher, Village Administrator

Date: January 7, 2026

Memorandum

TO: Daniel Gunsteen, Village President and Board of Trustees

FROM: Paula Schumacher, Village Administrator

DATE: January 7, 2026

SUBJECT: Hazardous Materials Reimbursement Ordinance

The Village Board reviewed the proposed ordinance at the Committee of the Whole on January 6, 2026, and forwarded it on for approval.

Bartlett has in the past seen two train derailments, and we have conducted emergency exercises that contemplate a hazardous materials spill. Fortunately, this kind of event has always been in theory rather than reality.

While these exercises prepare us for the response, they do not prepare us for costs associated with them. It's considered a best practice for communities near highways, industrial areas, or railroad lines where spills are more likely, to have an ordinance that addresses the recovery of costs associated with an emergency response to a hazardous materials spill.

Hazmat incidents often require specialized equipment, overtime pay, technical consultants, and disposal services. These costs are far beyond normal emergency budgets, so reimbursement ordinances allow municipalities to recover actual expenses and avoid budget shortfalls.

These ordinances make the responsible party—not the community—pay for the costs, including labor, equipment, and disposal. This aligns with the “polluter pays” principle and prevents local budgets from being drained by unexpected emergencies.

The ordinance under consideration is bolstered by the state's Hazardous Material Emergency Response Reimbursement Act that establishes the Hazardous Material Emergency Reimbursement Fund to pay local governments for expenses incurred while responding to a hazardous materials incident if the responsible party does not pay within 60 days of invoicing.

The ordinance also outlines definitions for emergency assistance, hazardous material and responsible party, as well as fines associated for non-compliance.

ORDINANCE 2026 - _____

**AN ORDINANCE AMENDING THE BARTLETT MUNICIPAL CODE REGARDING
HAZARDOUS MATERIAL EMERGENCY RESPONSE REIMBURSEMENT**

WHEREAS, the Village of Bartlett ("**Village**") is an Illinois home rule municipal corporation organized and operating pursuant to Article VII of the Illinois Constitution of 1970, and has the authority to exercise any power and perform any function pertaining to its government and affairs except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the Hazardous Material Emergency Response Reimbursement Act establishes the Hazardous Material Emergency Reimbursement Fund to reimburse local governments for expenses they incur while responding to hazardous material emergencies if the responsible party does not pay the local government within 60 days of receiving a bill for the incident, (430 ILCS 55/1, *et seq.*); and

WHEREAS, the corporate authorities of the Village find that amending the Village of Bartlett Municipal Code ("**Village Code**") as provided in this Ordinance, is in the best interests of the health, safety, and welfare of the Village and its residents.

NOW, THEREFORE, BE IT ORDAINED by the Village Board of Trustees of the Village of Bartlett, DuPage, Kane, and Cook Counties, Illinois, pursuant to its home rule authority, as follows:

SECTION 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Ordinance as if fully set forth in this Section 1.

SECTION 2. Amendment to Title 8 of the Village Code. That Title 8, "Fire Protection and Prevention," of the Village of Bartlett Municipal Code is hereby amended by adding a new Chapter 7 entitled "Hazardous Materials Emergency Response Reimbursement," as follows:

**CHAPTER 7: HAZARDOUS MATERIALS EMERGENCY RESPONSE
REIMBURSEMENT**

8-7-1: DEFINITIONS

EMERGENCY ACTION: any corrective or remedial action taken at or near the scene of a hazardous materials emergency incident to prevent or minimize harm to human health, to property, or to the environments from the unintentional release of a hazardous material.

EMERGENCY RESPONSE AGENCY: any department of the Village that provides:

- (1) Assistance for firefighting services, including the provision of water;
- (2) emergency rescue services;
- (3) emergency medical services;
- (4) hazardous materials response teams;
- (5) civil defense;
- (6) technical rescue teams; or
- (7) mass care or assistance to displaced persons.

HAZARDOUS MATERIAL: a substance or material in a quantity and form determined by the United States Department of Transportation to be capable of posing an unreasonable risk to health and safety or property when transported in commerce.

INCURRED EXPENSES: Any and all expenses incurred by the Village in connection with, or arising out of, the Village's response to an emergency action and any private contractor responding to the emergency action at the request of the Village.

PERSON: an individual, a corporation, a partnership, an unincorporated association, or any unit of federal, State or local government.

RESPONSIBLE PARTY: a person or persons who:

- (1) owns or has custody of hazardous material that is involved in an incident requiring emergency action by an emergency response agency; or
- (2) owns or has custody of bulk or non-bulk packaging or a transport vehicle that contains hazardous material that is involved in an incident requiring emergency action by an emergency response agency; and
- (3) who causes or substantially contributed to the cause of the incident.

8-7-2: PROHIBITED ACTS

It shall be unlawful for any person(s) to cause or allow the release of hazardous materials within Village corporate limits unless such release is in accordance with proper authorization from the applicable local, state or federal agency and such release will not create a present or potential hazard to the health, property, or environment of the Village and its residents.

8-7-3: REIMBURSEMENT TO VILLAGE FOR EMERGENCY ACTION

Any and all responsible party or parties, regardless of residency within or outside the Village, shall be jointly and severally liable to the Village for the reimbursement of all of the Village's incurred expenses for the Village's emergency action in response to an unlawful release of hazardous materials. The Village shall send the responsible party or parties an invoice providing for the Village's incurred expenses.

8-7-4: RESPONSIBLE PARTY'S DUTY TO REIMBURSE

It shall be unlawful for a responsible party to fail to reimburse the Village for its incurred expenses within sixty (60) days of the date the Village invoice is issued to the responsible party or parties.

8-7-5: APPLICATION FOR REIMBURSEMENT FROM STATE FUND

In accordance with the Hazardous Material Emergency Response Reimbursement Act, if a responsible party fails to reimburse the Village within sixty (60) days of the date on the Village invoice, the Village may apply to the State Fire Marshal or his/her designee for reimbursement from the Illinois Fire Prevention Fund. The responsible party shall then be responsible for reimbursing the Illinois Fire Prevention Fund for any money provided to the Village.

8-7-6: LIMITATION OF LIABILITY

The Village and its agents, officers, officials, and employees shall not have any liability or responsibility for any claim, injury, or damage of any kind resulting from the Village's emergency actions.

8-7-7: PENALTY

Any person violating any provision of this chapter shall be fined seven hundred and fifty dollars (\$750.00), for each day such offense continues, which fine shall be payable in addition to any other funds due and owing the Village.

SECTION 3. Severability. The various provisions of this Ordinance are to be considered as severable, and if any Court of competent jurisdiction shall hold any part or portion of this Ordinance invalid, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION 4. Repeal and Saving Clause. All ordinances or parts of ordinances in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or cause of action which shall have accrued to the Village of Bartlett prior to the effective date of this Ordinance.

SECTION 5. Effective Date. This Ordinance shall be in full force and effect after its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: _____, 2026

APPROVED: _____, 2026

Daniel H. Gunsteen , Village President

ATTEST:

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Ordinance 2026- _____ enacted on _____, _____, 2026, and approved on _____, _____, 2026, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk