



VILLAGE OF BARTLETT COMMITTEE MINUTES November 18, 2025

1. CALL TO ORDER

President Gunsteen called the Committee of the Whole meeting of November 18, 2025, of the President and Board of Trustees of the Village of Bartlett to order on the above date at 7:53p.m.

2. ROLL CALL

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

ABSENT: None

ALSO PRESENT: Village Administrator Paula Schumacher, Assistant Village Administrator Scott Skrycki, Finance Director Matt Coulter, Director of Public Works Dan Dinges, Assistant Public Works Director Tyler Isham, Civil Engineer Nick Talarico, Planning & Development Director Kristy Stone, Food and Beverage Manager Paul Petersen, Deputy Chief Will Naydenoff, Deputy Chief Rob Sweeney, Village Attorney Kurt Asprooth, and Village Clerk Lorna Gilles.

3. TOWN HALL

David Bhesania – 233 S. Main Street

Mr. Bhesania stated that he is the owner of Town Liquor and has been a part of the community for 15 years. He stated that he was here today regarding Bartlett Mart applying for a liquor license. He stated that revenue and sales are down by 30%. He stated he's reduced his employee count as well due to the drop in sales. Mr. Bhesania stated that we do not need additional stores with liquor licenses, and that adding additional liquor licenses will make it that much harder to get revenue. He stated that ultimately, it's up to the board to make this decision but he wanted to voice his concerns.

Dan Patel -217 S. Main Street

Mr. Patel stated that he is the new owner of Bartlett Town Center and that Mr. Behsania is one of his tenants. He stated he was here today to support his tenant since the Bartlett Mart is a block away from him. He went on to say that two liquor stores that close together will affect Mr. Behsania's business and which in turn will affect his ability to pay rent, which is why he wanted to voice his concerns.

4. STANDING COMMITTEE REPORTS

A. BUILDING AND ZONING COMMITTEE, CHAIRMAN HOPKINS

1. #2025-08 Bartlett Mart

Trustee Hopkins stated that the petitioner is requesting a special use permit to allow package liquor sales at 331 S. Main Street unit A. The Bartlett Mart convenience store opened earlier this year and is now requesting to sell beer, wine, and liquor. He stated that the Planning and Zoning Commission reviewed the petitioner's request at their November 6, 2025, meeting. During the public hearing, the owner of Town



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Liquors & Food and the owner of Bartlett Town Center opposed the request for package liquor sales due to the proximity of existing businesses with package liquor sales. The P& Z Commission's motion to approve the special use permit failed to pass with a 4-1 vote. A concurring vote of 5 members is required to pass a positive recommendation.

Trustee Gandsey wanted to state that there were three people missing that night at the Planning and Zoning public hearing. She stated that she disagrees with the findings when one person makes that decision. She went on to say that we treat business the same and competition is not a reason to deny a liquor license. Trustee Gandsey stated that two years ago June 1, 2023, we had a few people come out to speak regarding competition and the commission stated that's not what we're here to decide as we don't take competition into our vote. She stated this is why she believes we need to treat all of our businesses the same in this free market and making an example of one small business is not the right way to go.

Trustee Hopkins asked if we've ever turned down a liquor license for a request such as this. Ms. Stone stated that we have had motions to fail to pass before the Planning and Zoning board for a special use permit, not for a liquor license. Trustee Gandsey wanted to clarify that four trustees would need to vote yes for this to pass. Ms. Stone confirmed that was correct. Trustee Gandsey asked if someone could have said let's hold off on this until there were more people present to vote since one vote would've made the difference. Ms. Stone stated that the petitioner can always request not to have the vote. Trustee Suwanski asked if the petitioner was aware that they could make that request not have a vote. Mr. Hoerman, the attorney for the petitioner, stepped up and stated that they were not aware that they could make that request. He stated that additionally when they arrived, they did not know there would only be five members present until the meeting actually started. He went on to say that they were also unaware of how many votes could potentially be cast at the meeting. Mr. Sajikan Patel, the owner of Bartlett Mart, stepped forward to state that the primary focus has been on liquor. He stated that he wants his store to be a mini mart that represents a neighborhood family store. Mr. Patel stated that the primary focus of these conversations has been on the liquor license when in fact he wants a fully functioning convenient store that offers everything.

Trustee Suwanski stated that on Route 59 we have a liquor store north of Stearns, one south of Stearns, a Walmart, and then a BP. She stated she doesn't understand why suddenly; we're trying to determine whether people should be able to succeed or fail in a market. Ms. Stone wanted to clarify that the petitioner was not told he could not open a liquor store or convenience store when he first submitted plans. She stated that she reviewed the plans on March 29, 2024, and asked the petitioner to indicate what items will be located on the shelving so that staff could determine if this was a convenience store or packaged liquor store. Trustee Gandsey asked how long ago we added liquor license to CVS since that passed. Trustee Hopkins asked if anyone had concerns about sending this to the village board for a vote, a few stated they did not. Trustee Deyne stated he would bring up any concerns at time of the vote. Trustee Hopkins stated that he could bring it up now since that the petitioner could deal with those concerns prior to that. Trustee Battermann asked why this was brought to the committee versus going right to the board. Ms. Stone stated that we typically bring projects back to the committee following a Planning and Zoning recommendation just so that their recommendations can be discussed. Trustee Deyne asked if this was going to continue to be a convenience store. The Petitioner stated that it currently is one and that he has no plans to change that with the liquor license. Trustee Hopkins asked how many



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square feet the unit is, the petitioner stated 2100 square feet. Trustee Hopkins stated that if there were no other questions, this item would be moved on to the Village board for a vote.

2. #2025-12 200 Primrose Lane

Trustee Hopkins stated the petitioner is requesting a variation to allow an increase in the maximum impervious surface coverage from 35% to 40% to allow the patio to remain that was constructed without a building permit. A pool and patio permit was issued on March 23, 2022, which we met the impervious requirement of 35%. In conjunction with the patio permit, a sperate permit was issued to replace the driveway and front walkway with permeable pavers. Final inspections for the patio, pool, and driveway were completed, and the permits were closed April 5, 2023. In August staff received a code violation complaint for a patio installed without a permit at this site. Upon inspection, the code officer found that the patio had been enlarged without a permit. The homeowner was notified of the violation and applied for a variance request in order to keep the unpermitted patio that exceeds the maximum impervious surface percentage. If approved, the homeowner must apply for the patio permit, pay double permit fees and pass the final inspection. The Planning and Zoning Commission conducted the public hearing at their November 6, 2025, meeting and recommended approval of the petitioner's request.

Trustee Hopkins asked if anyone had any questions or concerns. With no further questions, he stated that this item would be forwarded on the village board for a final vote at the next board meeting.

B. PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE

1. 2025 Water and Sewer Rate Presentation

Trustee Deyne stated that Stantec, the Village's consultant conducting the Water & Sewer Rate Study, is here to present their findings and recommendations for the water and sewer rates for the Village. 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.

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 went 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



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- Utilize the cost of service for treatment and collection to follow for each county's proposed sewer rate.

Mr. Dinges introduced Dave Hyder and Cole Sullivan with Stantec. He stated that they would be doing a presentation on the water and sewer rate study. Mr. Hyder stated he would start by going over an Overview of the Rate Study Process, the Financial Plan, the Cost-of-Service Results, Rate Structure Analysis, Benchmarking and Recommendations. He started with the Rate Study Process going over three major points, the Financial Plan, Cost of Service, and Rate Design. Mr. Hyder went over Financial Plan Assumptions and Cost Drivers, including water Cost Drivers and Sewer Cost Drivers. He then moved on to the Water Capital Improvement Plan looking out over a five-year period. Mr. Hyder talked about Recommended CIP funding which includes the Water Main replacement, Meter Replacement Program and Audits, and a 1.5 million Gallon Elevated Water Storage Tank.

Trustee Hopkins asked about the Debt Service regarding Water Sewer Cost Drivers and asked if that was for Cook or DuPage County. It was confirmed that number represented both. Trustee Hopkins stated that for transparency and ease of information, he thinks it should be separated so that the breakdown is clear. Mr. Hyder advised that it is broken down later in the presentation. He then moved on to the water Fund Results. After going over the different graphs detailing Operating Fund, Revenues vs. Expenses Expenses by Type, CIP Spending, CIP Funding, and Borrowing, Mr. Hyder stated that they are recommending that the Village moves towards that 1% replacement of water mains. He stated that in order to fund this plan, we would need to do an 8% increase in water rates from 2027-2031. He referenced a graph detailing that it would allow us to meet our minimum cash balance and again our cash out versus our cash in would be aligned.

Mr. Hyder moved on to the Sewer Capital Improvement Plan stating that the recommended CIP funding includes Sanitary sewer rehab (1 million/year), Lift Station Generator Rehab, and Maintenance and rehab across treatment and collection assets. President Gunsteen asked if the Sewer and water lines have the same lifespan. Mr. Dinges stated that the lifespan is pretty similar for both. Mr. Hyder stated that the recommended adjustments for sewer would be 5% increases in sewer rates over the next five years, which would allow to maintain those minimum cash balances as well as the debt service coverage. Mr. Hyder went over the Financial Plan Summary stating that the recommended adjustments are a water revenue increase of 8% annually from FY 27-FY 31, and a sewer revenue increase of 5% annually from FY 27-FY 31. He went on to say that customer bill impacts will vary based on rate structure recommendations and that the financial plan should be evaluated annually based on capital spending, growth, and other factors.

Mr. Cole Sullivan went over the next set of slides to discuss cost of service and rate design. Mr. Sullivan stated that for water, the cost-of-service analysis completed, was based on class of water customers: Residential, Commercial, and Industrial. For sewer, the cost-of-service analysis completed was based on location and associated service provided within service area: DuPage, Cook, and Kane County. He went on to say that Bartlett provides different levels of sewer service depending on which county a customer is located. He stated that each customer in a county pays a certain combination of these charges depending on service provided in that county. Mr. Sullivan went over Rate Design Pricing goals and objectives which included Customer Affordability, Rate and Revenue Stability, Cost of Service Based, Administrative and Customer Understanding, and Legal Defensibility.



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Mr. Sullivan went over the observations based on current water rates, which were the minimum bill is the same for all customers regardless of potential use of system, currently there is no cost recovery based on potential use of the system, and uniform usage rates are common. Trustee Gandsey asked if these observations are what they make for most of their clients. Mr. Sullivan stated that it is generally a consistent industry practice that you try to scale charges according to each capacity user, for example large users have a fixed charge that is higher than a smaller user.

Mr. Sullivan went over Water Rate Structure Alternatives which included transitioning from a minimum bill to a base charge. He also went over two alternatives for residential water usage rates; alternative 1 was a uniform usage rate while alternative 2 was a tiered rate structure for single family residential customers. The last alternative was Industrial/Non-residential water usage rates. It was suggested to maintain uniform usage rates and align with cost of service. Mr. Sullivan went over a graph detailing residential usage rates. Trustee Hopkins asked if we have breakdowns of how many residents use in excess of 3,000 gallons. Mr. Sullivan stated that he could provide that information to the board. Trustee Hopkins also asked if the base charge is the same if a resident has a one-inch water main. Mr. Sullivan stated that was correct. President Gunsteen wanted to confirm that based on the breakdown on the chart, a resident with a one-inch water main would pay \$25 plus the usage. Mr. Sullivan confirmed that was correct. Trustee Gandsey asked why there wasn't a tier for the Non-Residential/Industrial group especially if their usage gets really high. Mr. Sullivan stated that generally you don't see that in industrial billing as it's difficult to come up with tiers since they have broad categories of customers. President Gunsteen asked why the water rate for commercial and industrial can't be different than the residential rate. Mr. Sullivan stated that it could be, but it would have to be based on the cost of service. He stated that under this structure it's different as we're saying based upon the demands that they're placing on the system, they should be paying \$11.40, whereas based on the demands that residential place pays under this tiered structure, they're essentially paying a different rate.

Mr. Sullivan went over the Current Sewer rate observations, stating that the base charge is the same for all customers regardless of potential use of system, 50% of total revenues is collected in the base charge, and the Base charge is relatively high for residential user. Mr. Sullivan went over Cook, DuPage and Kane counties base charge rates along with their usage Rate per (kGal). He then went over Sewer Rate Structure Alternatives stating that with sewer base charge, we need to target 40% of revenue collected from base charge to improve affordability from current charges. Alternative 1 was suggested to have a single base charge for each county, Alternative 2 was suggested to scale base charges by meter size consistent with industry standards. In reference to Treatment, Collection, and Capital Charge Usage Rates, Mr. Sullivan stated that those are charged to the counties based on service. He went over Alternative 1, where it's proposed to recover 40% of revenue from base charge where counties would pay combinations of treatment and collection rates. Mr. Sullivan went over those rates for each county. He then discussed Alternative 2, where it's proposed to recover 40% of revenue from base charge scaled by meter size where counties would pay combinations of treatment and collection rates. Mr. Sullivan went over a graph detailing that breakdown per county.

Mr. Hyder then went over Combined Bill Impacts based on residential users. The graph detailed the current rates and proposed rates for each county. He then went over the Combined bill impacts for Non-Residential users as well emphasizing that impacts will vary based on monthly usage and meter size. He



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then moved on to Benchmarking which detailed water and sanitary sewer bill comparisons against some other villages and communities in the area. In conclusion, Mr. Hyder stated that they are recommending that the Village adopts a five-year rate plan to fund elevated CIP and reserves. That recommendation is an 8% increase in water rates over the next five years and a 5% increase in sewer rates. He stated that they also recommend adjusting water and sewer rate structures to align with Cost of Service. That includes scaling base charge by meter size for both water and sewer, modifying residential rate structure to inclining block rate to enhance conservation incentive for water, maintaining uniform volumetric rate for non-residential and industrial users for water, and Implementing cost of service informed treatment, collection, and capital volume rates for sewer. Mr. Hyder asked if there were any questions that they could help answer.

Trustee LaPorte asked where that leaves us financially if we adopt this. Mr. Hyder stated that we would maintain strong cash balances and we would meet our debt service cover. President Gunsteen asked how many communities they've done this type of study for in the past two years. Mr. Hyder stated approximately 20 in Illinois. President Gunsteen asked if it's standard practice that non-residential water and sewer rates differ from residential rates. Mr. Hyder stated that most communities maintain the same rates for residential or non-residential particularly in this region. President Gunsteen asked if the industrial businesses that we have, have more wear and tear on our sewer system than the residential. Mr. Dinges stated that they do require larger mains, so the cost is higher, which is why they have a higher meter base charge. President Gunsteen asked who our number one water user in town is within our industrial building. Mr. Dinges stated it's one of the industrial buildings in Brewster Creek. Trustee Hopkins asked if one of our industrial users have a lot of wear and tear on our treatment facility. Mr. Dinges stated that we have a food industry in the industrial park that has pretreatment requirements that have caused odor issues. They've had to do some additional treatments like the life stations to try to control that. He stated that they've received fines which have helped pay for those.

President Gunsteen asked about implementation for billing purposes. Mr. Coulter stated that he's contacted Munis, which is our ERP system that we do water billing through. He stated that Munis stated the rate structure described is do-able. He went on to say that he's got a conference call scheduled with the IT team to discuss it further. Trustee LaPorte asked how often we need to review this. Mr. Hyder stated that they recommend Mr. Coulter on an annual basis make sure we perform according to the plan. He stated that most communities won't do this level of engagement every year, they usually wait maybe five years and then look at the cost of service once again. Trustee LaPorte asked how out of date we are with our current billing. Mr. Hyder stated that we are definitely more industry standard compared to some others. He went on to say that it's a bit outdated but certainly not 50 years behind the curve. Trustee Gandsey asked how close we are to having new meters. Mr. Dinges stated they're testing it out currently and are hoping to get to the point where residents could start to sign up. He stated that the full meter change out should be completed by next summer. President Gunsteen thanked the consultants, along with staff for putting this detailed presentation together for the board.

B. ADJOURNMENT

President Gunsteen moved to adjourn the Committee of the Whole Meeting. Trustee Deyne moved to approve; the motion was seconded by Trustee Hopkins.



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ROLL CALL VOTE TO ADJOURN

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

NAYS: None

ABSENT: None

MOTION CARRIED

The Committee of the Whole meeting was adjourned at 9:00 p.m.

Jackie Cardoza
Executive Assistant