

VILLAGE OF BARTLETT

COMMITTEE AGENDA

MAY 1, 2018

BUILDING & ZONING, CHAIRMAN HOPKINS

May's Lounge Special Use Permit to Serve Alcohol at 211 S. Main Street

FINANCE & GOLF, CHAIRMAN DEYNE

Presentation of Responses to Requests for Proposals for Broker/Consultant Services for the Village's Health, Dental and Life Insurance

POLICE & HEALTH, CHAIRMAN CARBONARO

Review of the Vehicle Replacement Process for Police Vehicles

EXECUTIVE SESSION

*To Discuss and Set the Price for Sale of Property
Owned by the Village of Bartlett Pursuant to
Section 2(c)5 of the Open Meetings Act*



Agenda Item Executive Summary

Item Name May's Lounge Special Use Permit Committee or Board Committee

BUDGET IMPACT

Amount: N/A Budgeted N/A

List what fund N/A

EXECUTIVE SUMMARY

The Petitioner is requesting a **Special Use Permit** to serve alcohol in order to obtain a liquor license and obtain a State video gaming license.

This request is for May's Lounge, a video gaming establishment, proposed to be located at 211 S. Main Street directly east of Village Hall in the Bartlett Town Center.

ATTACHMENTS (PLEASE LIST)

CD Memo, Applicant Cover Letter, Application, Location Map, Floor Plan, Lake Zurich pictures and approved Site Plan.

ACTION REQUESTED

- For Discussion only- to discuss the project and move forward to the Plan Commission for further review and to conduct the public hearing on the Special Use.
- Resolution
- Ordinance
- Motion

Staff: Jim Plonczynski, Com Dev Director Date: 4/23/2018

COMMUNITY DEVELOPMENT MEMORANDUM

18-61

DATE: April 23, 2018
TO: Paula Schumacher, Village Administrator
FROM: Jim Plonczynski, Community Development Director
RE: **(#18-10) May's Lounge**

PETITIONER

Angela Atamian on behalf of May's Lounge

SUBJECT SITE

211 S. Main Street – Town Center (Directly East of Village Hall)

REQUEST

Special Use Permit to serve alcohol

SURROUNDING LAND USES

<u>Subject Site</u>	<u>Land Use</u>	<u>Comprehensive Plan</u>	<u>Zoning</u>
	Commercial	Village Center Mixed Use	PD
North	Commercial	Village Center Mixed Use	PD
South	Commercial	Village Center Mixed Use	PD
East	Condos	Attached Residential- Med.	PD
West	Village Hall	Municipal/Institutional	P-1

DISCUSSION

1. The petitioner is requesting a **Special Use Permit** to serve beer and wine to their patrons at this proposed location.
2. The petitioner is proposing to open a video gaming establishment that will provide dining and refreshments including beer and wine for adults that wish to game outside of a casino environment in accordance with the new state laws.
3. May's Lounge currently has locations in Lake Zurich and Hickory Hills. Attached are pictures from the opening of May's Lounge in Lake Zurich in April which will be similar to the proposed May's Lounge in Bartlett. The petitioner is also opening locations in Niles, Berwyn, Carpentersville, Burbank, Streamwood and Addison soon.

4. The proposed 1,587 square foot establishment would include lounging areas with about 12 seats as well as an "entertainment area" with five (5) gaming stations (which is the state maximum). A draft floorplan of the proposed location is attached for reference.
5. The State Law requires establishments operating video gaming machines to have a valid liquor license. May's Lounge is proposing to offer beer and wine for their patrons and proposes to be open seven days a week from 8 a.m. to 1 a.m. Sunday through Thursday at 8 a.m. to 2 a.m. Friday and Saturday. May's Lounge is applying for a Class B liquor license. The hours permitted to serve beer and wine for the Class B liquor license are Sun.-Thurs. 8:00 a.m. to 1:00 a.m. and Fri.-Sat. 8:00 a.m. to 2:00 a.m. Once a liquor license is issued, the petitioner will be able to apply for the state video gaming license.
6. The State Law requires video gaming establishments to be a minimum of 100 feet from any school or place of worship. There are no schools or places of worship within 100 feet of this proposed site.
7. May's Lounge would have about six (6) employees with one (1) employee on each shift. Parking for the Town Center consists of 161 parking spaces. This use would require 8 parking spaces. There appears to be ample parking for this use. The Site Plan is attached for reference.

RECOMMENDATION

1. The Staff recommends forwarding the petitioner's request on to the Plan Commission for further review and to conduct the public hearing.
2. Background information is attached for your review.

ALZ/attachments

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May's Bartlett, LLC
April 4, 2018

Village of Bartlett
228 S Main St.
Bartlett, IL 60103

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COMMUNITY DEVELOPMENT

APR 13 2018

VILLAGE OF
BARTLETT

Dear Bartlett Village President & Board of Trustees,

Featuring a relaxing and comfortable atmosphere, May's is the place where guests can enjoy eclectic gourmet tapas dishes, accompanied by a seasonal selection of craft beer from locally source breweries, organic wine from family owned wineries and small batch coffees from fair trade growers. In addition to the food and beverage sales, we will also look to include video gaming terminals for guest entertainment.

May's is designed to create an all-around luxurious, fun and exciting experience. Meticulous attention is paid to every design detail. Our business model embraces hosting our guests in a very high-class, luxury built space providing a very personalized experience.

Our locations that have opened prior to Bartlett with overwhelming reception to the communities they serve. The owner of May's has decades of experience in luxury space and custom furniture design. Having previously owned and managed Prairie Rock Brewing Company in Schaumburg and Elgin Illinois, he has also extensive background in restaurant and food services.

The proposed location of May's Bartlett at 201 South Main Street is leased to May's Bartlett. Upon buildout, it will include a storage room, men's and women's restrooms, kitchen area, a gaming lounge area as well as a food and beverage service station and lounge space. Hour of operation which include food and beverage sales are 8:00 am to 1:00 am Sunday through Thursday and 8:00 am to 2:00 am Friday and Saturday.

May's is requesting a Class B liquor license from the village of Bartlett unless another class would be more suitable for the business as advised by the village.

Please don't hesitate to reach out for further information.

Sincerely,
Angela Atamian



**VILLAGE OF BARTLETT
SPECIAL USE PERMIT APPLICATION**

For Office Use Only
Case # 18-10
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APR 13 2018

PROJECT NAME May's Lounge

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: Angela Atamian

Street Address: 21660 W Field Pkwy

City, State: Deer Park, IL

Zip Code: 60010

Email Address: [REDACTED]

Phone Number: [REDACTED]

Preferred Method to be contacted Email

PROPERTY OWNER INFORMATION

Name: Bartlett Commercial LLC c/o Horizon Realty

Street Address: [REDACTED]

City, State: [REDACTED]

Zip Code: 60089

Phone Number: [REDACTED]

As Agent for Landlord

OWNER'S SIGNATURE: [Signature]

Date: 3/27/18

(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)

SPECIAL USE PERMIT REQUESTED (Please describe i.e. liquor sales, outdoor seating, etc.)

May's Lounge is requesting to open an establishment serving beer and wine

PROPERTY INFORMATION

Common Address/General Location of Property: SWC Bartlett Rd & Main St

Property Index Number ("Tax PIN"/"Parcel ID"): 06353150580000,06344100140000,+1

Acreeage: 1587 sq ft 06-34-410-018-1014

Zoning: PD
(Refer to Official Zoning Map)

Land Use: Commercial

Comprehensive Plan Designation for this Property: Commercial
(Refer to Future Land Use Map)

APPLICANT'S EXPERTS (If applicable, including name, address, phone and email)

Attorney Nicole Arnold
102. S Wynstone Park Dr
North Barrington, IL 60010

Engineer

Other

FINDINGS OF FACT FOR SPECIAL USES

Both the Plan Commission and Village Board must decide if the requested Special Use meets the standards established by the Village of Bartlett Zoning Ordinance.

The Plan Commission shall make findings based upon evidence presented on the following standards: **(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Plan Commission and Village Board to review.)**

1. That the proposed use at that particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

May's Lounge is a high-end luxury gaming lounge serving a tapas menu, craft beer, and organic wine. We also serve as a social space for those who wish to host private cocktail parties.

2. That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity.

May's Lounge will not impede in any way on the welfare of health of those locally employed or residing.

3. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

May's Lounge will follow all local codes and guidelines as well as carry all valid licenses and certifications for business, liquor, and video gaming regulations.

ACKNOWLEDGEMENT

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER: Angela Atamian

PRINT NAME: Angela Atamian

DATE: 4/4/2018

REIMBURSEMENT OF CONSULTANT FEES AGREEMENT

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, public advertising expenses, and recording fees. Please complete the information below and sign.

NAME OF PERSON TO BE BILLED: May's Bartlett, LLC / Graziela Gaytan

ADDRESS: [REDACTED]

PHONE NUMBER: [REDACTED]

EMAIL: [REDACTED]

SIGNATURE: Angela Atamian

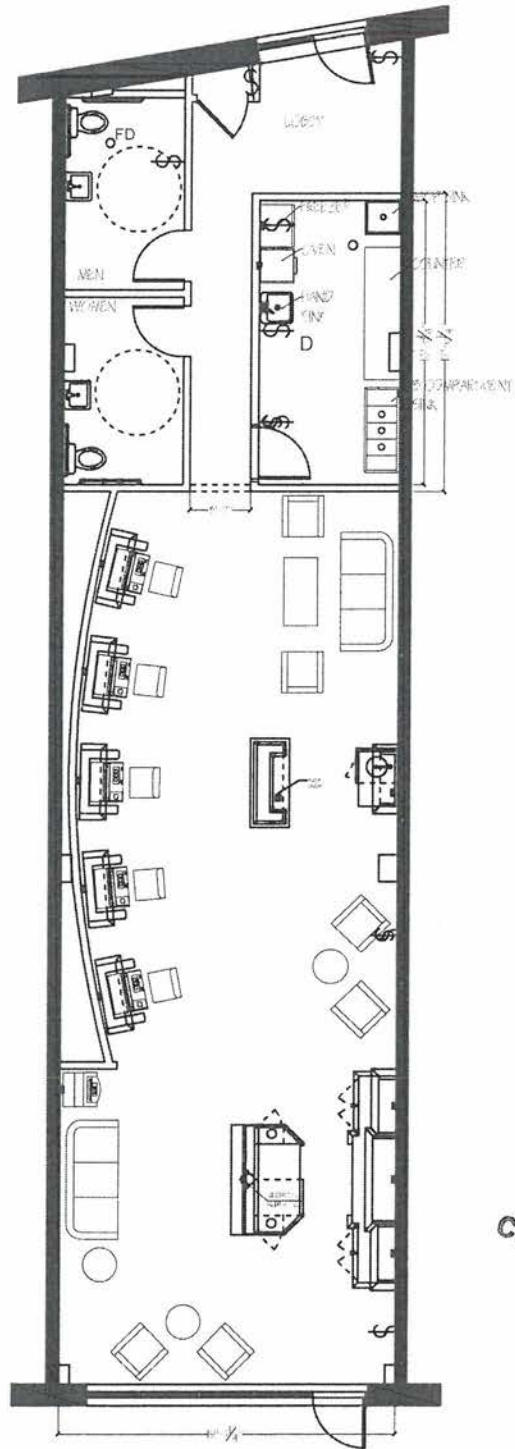
DATE: 4/4/2018

ZONING/LOCATION MAP

211 S. Main St. - May's Lounge

Case # 18-10 - Special Use





211 S MAIN STREET 

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APR 13 2018
VILLAGE OF
BARTLETT

NOTES/COMMENT

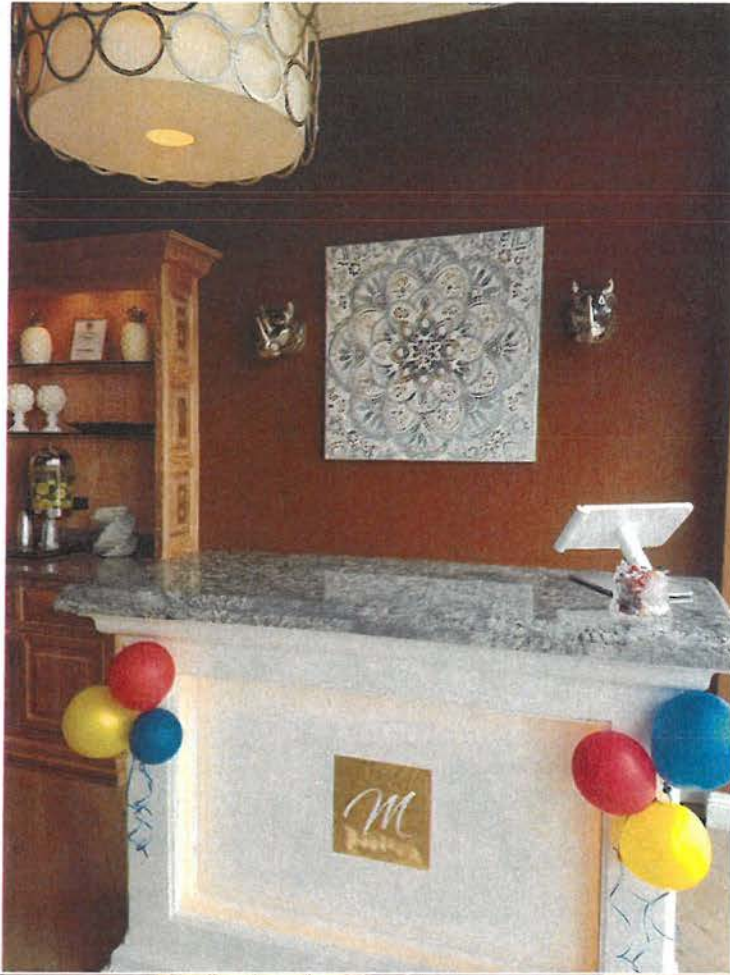
MAY'S LOUNGE
211 S. MAIN ST. BARTLETT, IL



© COPYRIGHT 2011
JOHN ANSOLA
COMMUNITY DEVELOPMENT

DATE
4/3/2018

SHEET NO.
1



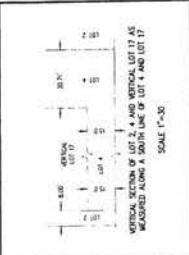


ALTA/ACSM LAND TITLE SURVEY

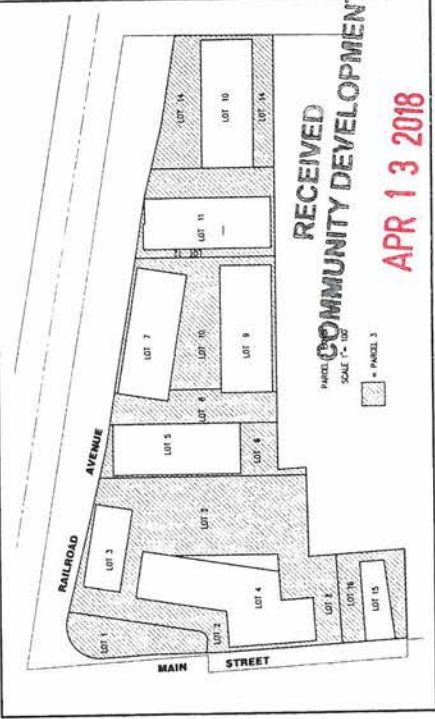
PART OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, COOK COUNTY, ILLINOIS

TITLE COMMITMENT INFORMATION

RECORDING REFERENCE	DESCRIPTION	STATUS
EXCEPTION 13	BARILETTI TOWN CENTER SUBDIVISION PLAT 0328310209	BLANKET PLAT
EXCEPTION 14	BARILETTI TOWN CENTER SUBDIVISION PLAT 0328310209	BLANKET PLAT
EXCEPTION 15	BARILETTI TOWN CENTER SUBDIVISION PLAT 0328310209	BLANKET PLAT
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EXCEPTION 100	BARILETTI TOWN CENTER SUBDIVISION PLAT 0328310209	BLANKET PLAT



- LEGEND**
- LIMITS OF SURVEY
 - EASEMENT LINE
 - SETBACK LINE
 - SECTION LINE
 - EXISTING B-BOX
 - EXISTING CATCH BASIN
 - EXISTING FIRE HYDRANT
 - EXISTING FOUND IRON INDOOR/PIPE
 - EXISTING MANHOLE
 - EXISTING INLET
 - EXISTING TRANSFORMER
 - EXISTING UTILITY POLE
 - EXISTING VALVE VAULT
 - EXISTING MAILBOX
 - EXISTING LIGHT POLE
 - EXISTING GAS METER



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 APR 13 2018

VILLAGE OF BARTLETT

NOTES:

- DIMENSIONS SHOWN THIS SURVEY ARE FEET AND DECIMAL PARTS THEREOF. ANGULAR DATA SHOWN THIS SURVEY INDICATES MEASURED ANGLES / BEARINGS.
- 50.25' / IN 9000.00' INDICATES MEASURED DIMENSIONS / BEARINGS.
- NORTH ARROW AND BEARING ARE BASED ON THE MERIDIAN OF THE SURVEY.
- EXISTING FOUND IRON INDOOR/PIPE AND UTILITY POLES ARE SHOWN AS FOUND AND NOT AS LOCATED.
- THIS SURVEY WAS PREPARED USING A COMMENT FOR THE INSURANCE PREPARED BY CHICAGO TITLE INSURANCE COMPANY, COMMITMENT NO. 100 030430208 IT WITH AN EFFECTIVE DATE OF 04/24/2018.
- EXISTING FOUND IRON INDOOR/PIPE AND UTILITY POLES ARE SHOWN AS FOUND AND NOT AS LOCATED.
- SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED AS PART OF THIS SURVEY. NO STATEMENT IS MADE CONCERNING THE EXISTENCE OR NON-EXISTENCE OF SUCH CONDITIONS OR FACTORS WHICH MAY AFFECT THE USE OR DEVELOPMENT OF THIS TRACT.
- EXISTING FOUND IRON INDOOR/PIPE AND UTILITY POLES ARE SHOWN AS FOUND AND NOT AS LOCATED.

LEGAL DESCRIPTION:

PARCELS 1, 2, 3, 4 AND 5 ARE PART OF THE BARILETTI TOWN CENTER SUBDIVISION, PLAT 0328310209, BEING PART OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PARCELS 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 AND 16 ARE PART OF THE BARILETTI TOWN CENTER SUBDIVISION, PLAT 0328310209, BEING PART OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PARCELS 17 AND 18 ARE PART OF THE BARILETTI TOWN CENTER SUBDIVISION, PLAT 0328310209, BEING PART OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

THIS SURVEY WAS PREPARED FOR THE INSURANCE PREPARED BY CHICAGO TITLE INSURANCE COMPANY, COMMITMENT NO. 100 030430208 IT WITH AN EFFECTIVE DATE OF 04/24/2018.

DATE UNDER OUR HAND AND SEAL AT BARTLETT, ILLINOIS THIS 11TH DAY OF FEBRUARY, 2008.

CHICAGO TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE HIGHEST STANDARDS OF THE REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS. ANY TITLE ASSURED AS SHOWN ON THIS MAP OR PLAN IS SUBJECT TO THE STATE OF ILLINOIS. THIS SURVEY DOES NOT GUARANTEE THE ACCURACY OF THE STATE OF ILLINOIS. THE RELATIVE POSITIVE ADJUSTMENT OF THIS SURVEY DOES NOT GUARANTEE THE ACCURACY OF THE STATE OF ILLINOIS.

DATE UNDER OUR HAND AND SEAL AT BARTLETT, ILLINOIS THIS 11TH DAY OF FEBRUARY, 2008.

C.M. LARSON & ASSOCIATES, INC.
 REGISTERED PROFESSIONAL LAND SURVEYOR
 LICENSE EXPIRES 11-30-28

BARTLETT TOWN CENTER
 HALEWOOD AVENUE AND MAIN STREET
 BARTLETT, ILLINOIS

ALTA / ACSM LAND TITLE SURVEY

CHECKED BY: JEB
 DATE: 02/20/08
 SCALE: 1"=30'
 SHEET: 1 OF 1

CONSULTING CIVIL ENGINEERING
 LAND SURVEYING & CONSTRUCTION
 1010 N. WASHINGTON ST.
 BARTLETT, ILLINOIS 60010
 PH: 815-438-5158
 FAX: 815-438-5158

C.M. LARSON & ASSOCIATES, INC.
 REGISTERED PROFESSIONAL LAND SURVEYOR

CHICAGO TITLE INSURANCE COMPANY

CHICAGO TITLE INSURANCE COMPANY



Agenda Item Executive Summary

Presentation of Responses to Requests for
Proposals for Broker/Consultant Services for
the Village's Health, Dental and Life
Insurance

Committee
or Board Committee

Item Name

BUDGET IMPACT

Amount:	N/A	Budgeted
List what fund		

EXECUTIVE SUMMARY

The Village of Bartlett issued an RFP soliciting proposals from insurance brokers/consultants qualified to perform and interested in providing brokerage services for the health, dental and life insurance plan.

The Village of Bartlett is seeking a broker to perform the full range of services related to the design, implementation, maintenance, communication, compliance and improvement of its health, dental and life insurance plans.

A decision was made to present four possible brokers/consultants for further consideration by the Village Board.

Staff recommends the Village Board continue the selection process by inviting these four companies to make a presentation to the Village Committee of the Whole where the Board members will have the opportunity to direct questions to the brokers.

The attached information is presented for review and discussion to ensure Village staff will comply with the Board's direction in moving forward with the selection of the broker/consultant.

ATTACHMENTS (PLEASE LIST)

Memo, List of Responding Brokers, and Broker Analysis Chart

ACTION REQUESTED

- ✓ For Discussion Only
- Resolution
- Ordinance
- Motion:

Staff: Janelle Terrance, Human Resources Director

Date: 04/18/2018

Memorandum

To: Paula Schumacher, Village Administrator
From: Janelle Terrance, Human Resources Director
Date: April 19, 2018
Re: Board Recommendations for Broker/Consultant Services

The Village of Bartlett looks to continue to provide the highest quality health, dental and life insurance programs at the best value available.

The Village Board requested the opportunity to have greater input into the purchase of employee health insurance during the budget process and directed staff to solicit responses to an RFP for insurance broker/consultant services. The Village Board reviewed the draft RFP on February 20, 2018 and the Village of Bartlett issued an RFP on February 22, 2018, soliciting proposals from insurance brokers/consultants qualified to perform and interested in providing brokerage services for the health, dental and life insurance plans. Interested and qualified brokers/consultants who could demonstrate their ability at comparable work were invited to submit proposals.

The Village of Bartlett is seeking a broker to perform the full range of services related to the design, implementation, maintenance, communication, compliance and improvement of its health, dental and life insurance plans.

The Village received nine (9) responses to the RFP. Attached is a list of the brokers/consultants that issued responses along with the associated firm and address of the assigned location for servicing the Village's account.

The staff's initial evaluation included a review of the experience and qualifications of the firm and account executive assigned to the Village's account, the description of how the account will be handled and the types of services provided, access to markets for health, dental and life insurance, and overall clarity and responsiveness of the proposal to this RFP. Also included in this evaluation was the experience with municipal clients, cost containment strategies and fees for service.

Attached is a chart indicating the foundation by which those submissions were evaluated.

Based on this criteria, a decision was made to present four possible brokers/consultants for further consideration by the Village Board. The following four brokers/consultants are recommended for further review:

- Arachas Group
- GCG Financial
- The Horton Group
- HUB International Midwest Unlimited

Staff recommends the Village Board continue the selection process by inviting these four companies to make a presentation to the Village Committee of the Whole where the Board members will have the opportunity to direct questions to the brokers.

RESPONDING BROKERS ~ VILLAGE OF BARTLETT

Request for Proposals for Broker/Consultant Services for Medical, Dental and Life Insurance

Arachas Group
852 West bartlett Road
Bartlett, IL 60103
~ Paul Miller

Connor & Gallagher Insurance Services
750 Warrenville Road, Suite 400
Lisle, IL 60532
~ Luke Barnett

GCG Financial
Three Parkway North, Suite 500
Deerfield, IL 60015
~ Catherine Weidler-Loney

The Horton Group
500 West onroe Street, Suite 3300
Chicago, IL 60661
~ Michael Sterk

HUB International Limited
2800 South River Road, Suite 130
Des Plaines, IL 60018
~ John Herr

Mercer Health & Benefits, LLC
155 North Wacker, Suite 1100
Chicago, IL 60606
~ Abigail Schwarz

One Digital
2800 River Road, Suite 310
Des Plaines, IL 60018
~ Dean Haage

Segal Consulting
101 North Wicker Drive, Suite 500
Chicago, IL 60606
~Cynthia Flowers

Vista National
1301 West 22nd Street, Suite 600
Oak Brook, IL 60523
~ David Schwimmer

Broker Analysis															
Broker	#7 Clients	#8 Client Count	Financial Planning and Cost Containment	#2 Cost Control Strategies	Consulting Services	#2 Claims/Coverage Questions?	Pricing								
Arachas Group	Village of Bartlett, County, County	67 large	#1 Rising Ben Costs Putting Risk Management programs in place, plan adjustments, contribution strategy adjustments	Captives, telemedicine, advocacy services	Transparent Pharmacy Benefit Management Program, Telemedicine, CDHP/HAS	Yes	Commissions paid by providers								
Hub	Arlington Heights, Niles, Wookstock	250 large	Medical/prescription drug spend	Alternate funding, spousal surcharge, tobacco surcharge, dependent audits	Offer 2 separate PPO Plans, offer Blue Advantage HMO instead of HMO Illinois, Offered additional PPO plan	Yes	Would prefer to remove commission from all line and bill directly								
Vista National	Bartlett, Oak Brook, Oak Lawn	62 large	reviewing underwriting exhibits, wellness programs, plan modifications	benchmarking to other clients, price plan options, offering less expensive PPO plans, wellness strategy, RFP process for TPA's, prescription drug utilization - PBM reporting	Moved client to self-funded, less expensive Blue Advantage HMO. High deductible/HAS	Yes	Moving toward consulting fee, would be \$48,000								
GCG	Naperville, NSEBCooperative, Glenbard Township HS	11 large	Self-funding, Consumer driven health plans, pharmacy benefits management, Medicare-eligible retiree programs	Self-funding, Consumer driven health plans, pharmacy benefits management, Medicare-eligible retiree programs	Self-funding, Consumer driven health plans, pharmacy benefits management, Medicare-eligible retiree programs	Yes	prefer fee based, 1.5% estimate								
Mercer	Addison, Clark Environmental, Orsini Marquett Partners, Village of Hawthorn Woods, Bartlett	?	Claim cost trends, Cost Sharing, Network utilization, discounts, demographics	HAS, wellness plan, lower cost plans	Addison - Mercer Marketplace 365, lower cost HAS plan, wellness/communication campaign	Yes	Sames as current broker commissions, \$4,500 credit								
One Digital	City of Joplin, City of Springfield, MO, Pace Bus Service	65 groups 20-500	Strategic planning, negotiation, education	Employee education, Free/Paid wellness programs, vendor management	Benefit guides, customer service reps available, Human resources consulting services	Yes	\$25/FT ee/mo								
Segal Consulting	Illinois clients 13 large		benchmarking, multi-year budgets, competitive bids, vendor negotiations, wellness programs, disease management programs. Other carriers, IPBC,	OPEB reporting	Competitive PPO bidding and terminating retiree and Medicare plans, Competitive bid for Medicare Advantage Plan, benchmarking resulted in restructuring a salary-based contribution strategy	Yes	\$65,000/\$33.23/ee/mo, or 2% commission								
The Horton Group	Village of Downers Grove, City of Elgin, County of LaSalle	12 large	Member education, client advocacy	Committees, Consumer Driven Health Plans, Wellness, Pharmaceutical Strategies, Generational Planning - Defined Contribution Models, Retiree Carve-out	Retiree Carve-out, Consumer Driven Health Plans, Pharmaceutical Strategies	Yes	\$42,588/\$22.75 per mo								
Connor & Gallagher	Lyons District 103, Village of Burnham, South Shore Hospital	Average account has 125	SmartChoice MRI, Referenced Based Pricing, Education, Advisor Program, International Medical Tourism, Direct Path	Clinics, Price Transparency, Incentive based disease management, Domestic tourism, health savings account, telemedicine, health advocacy, biometric screens, health risk assessments, defined contribution	Unique team approach, In-house claims and COBRA management, HR training and staff support	Yes	\$50,000								



Agenda Item Executive Summary

Item Name Vehicle Replacement Process Review Committee or Board Committee

BUDGET IMPACT

Amount: N/A

Budgeted N/A

List what fund N/A

EXECUTIVE SUMMARY

The Village Board asked the police department to review its vehicle replacement process and survey other departments regarding their vehicle replacement criteria. The attached memo lists the results of the survey, as well as a recommendation regarding our vehicle replacement process.

ATTACHMENTS (PLEASE LIST)

Police Department Memo
Vehicle Replacement Guideline Evaluation Form

ACTION REQUESTED

For Discussion Only

Staff: Patrick Ullrich, Chief of Police Date: April 16, 2018

Geoffrey Pretkelis, Deputy Chief of Police

**POLICE DEPARTMENT MEMORANDUM
18-20**

TO: Paula Schumacher, Village Administrator
FROM: Patrick Ullrich, Chief of Police *Paul*
RE: Review of Vehicle Replacement Process
DATE: April 16, 2018

The Village Board recently asked the police department to review its vehicle fleet replacement process and evaluate how other police departments determine when to replace their vehicles.

Currently, the police department has a total of 39 different vehicles, including marked, unmarked and specialty assignment vehicles. Each year, police and finance department staff review the police vehicles listed on the vehicle replacement fund replacement spreadsheet to determine which vehicles need to be replaced. The police department typically replaces patrol vehicles every three years at approximately 70,000–90,000 miles and specialty vehicles every five years depending on the mileage and age of the vehicles.

Engine Idle Hours

We recently started to keep track of the engine idle hours for the vehicles we sold on the eBay online auction site. Even though mileage continues to be a popular method of measuring performance, many fleet managers are beginning to track engine idle hours to get a more accurate insight into the wear-and-tear on their vehicles. According to Ford Fleet, one hour of idling is considered to be the equivalent of 33 miles driven.

For example, the police department recently sold a 2015 Ford Explorer with 88,362 miles and 4,101 engine idle hours on the eBay online auction site. According to Ford Fleet, this calculates to the equivalent of 223,695 miles.

Surveys From Other Police Departments

We surveyed other police departments to determine how they replace their patrol vehicles and found a majority of the departments replace their patrol vehicles at 100,000 miles. Many of the departments also take into account other factors such as vehicle condition, age, and mechanical issues in determining when to replace their vehicles.

Police Department	Average Mileage	Factors that Determine Vehicle to be Replaced
South Elgin Police Dept	N/A	Vehicles Replaced Every 7 Years
Carol Stream Police Dept	60,000 - 70,000	Vehicle Condition
Streamwood Police Dept	70,000 - 80,000	Vehicle Condition
Warrenville Police Dept	90,000	90,000+ miles, and/or more than 3-years old, and/or mechanical issues based on repair history.
Hanover Park Police Dept	100,000	N/A
Roselle Police Dept	100,000	Vehicle Condition
St. Charles Police Dept	100,000	Vehicle Age, Mileage, Maintenance, Reliability & Condition
Lombard Police Dept	100,000	Vehicles Replaced Every 5 Years
Romeoville Police Dept	100,000	100,000 Miles or 10 Years
Hoffman Estates Police Dept	100,000 - 150,000	N/A

St. Charles and Oswego Police Departments utilize a vehicle replacement guideline evaluation form to determine when a vehicle qualifies for replacement or is considered a high priority replacement. A point system is designed based on factors such as the vehicle's age, miles/hours, type of service, reliability, maintenance and repair costs, and condition.

Recommendation

Upon reviewing our current vehicle fleet replacement process and surveying other police departments, we recommend increasing the average mileage at replacement to 100,000 miles.

Additionally, we recommend utilizing a vehicle replacement guideline evaluation form similar to Oswego Police Department's to aid in determining when to replace our vehicles. I believe this type of process would provide a better evaluation of whether or not a vehicle needs to be replaced instead of relying solely on the vehicle's age and mileage.

I have included a draft of a vehicle replacement guideline evaluation form for your review. This form utilizes the same criteria the Village of Oswego uses to evaluate all of its municipal vehicles for replacement.

VILLAGE OF BARTLETT	
Vehicle #	Year
Make	Model
Miles	Hours
Original \$	in (date)
Budgeted Replacement \$	
Sale / Auction / Estimated Trade-in \$	
Life Expectancy	Condition I Excellent
Type of Service	Condition II Good
Division	Condition III Qualifies for replacement
	Condition IV High priority replacement
Replacement Point Range:	
Under 18 points	Condition I
18 - 22 points	Condition II
23 - 27 points	Condition III
28+ points	Condition IV

FACTOR	POINTS	DESCRIPTION	VEHICLE SCORE	
AGE	1	Each year of chronological age		
MILES / HOURS	1	Each 10,000 miles of usage		
	1	Each 700 hours of usage (priority over miles on heavy duty and off-road equipment)		
	1	Standard sedans and light pickups		
	2	Standard vehicles with the occasional off-road usage		
	3	Vehicles that pull trailers, haul heavy loads, has continued off-road usage, and police administration		
TYPE OF SERVICE	4	Any vehicle involved in snow removal		
	5	Police emergency response vehicles		
	1	In shop one time within a three month time period, no major breakdowns or road calls		
	2	In shop one time within a three month time period, 1 breakdown or road call within a three month period		
	3	In shop more than twice within a one month time period, no major breakdown or road call		
RELIABILITY (PM work is not included)	4	In shop more than once within one month time period, two or more breakdowns/road calls within the same time period		
	5	In shop more than twice monthly, two or more breakdowns within one month time period		
	1	Maintenance costs (cumulative total) are ≤ 10% of purchase cost		
	2	Maintenance costs (cumulative total) are ≤ 25% of purchase cost		
	3	Maintenance costs (cumulative total) are ≤ 45% of purchase cost		
MAINTENANCE AND REPAIR COSTS (Accident Repairs not included)	4	Maintenance costs (cumulative total) are ≤ 60% of purchase cost		
	5	Maintenance costs (cumulative total) are ≥ 61% of purchase cost		
	1	Good drive train and minor body imperfections (road chips, scratches)		
	2	Imperfections in body & paint, paint fading & dents, interior fair (no rips, tears, burns), and a good drive train		
	3	Noticeable imperfections in body and paint surface, some minor rust, minor damage from add-on equipment, worn interior (one or more rips, tears, burns), and a weak or noisy drive train		
CONDITION	4	Previous accident damage, poor paint and body condition, rust (holes), bad interior (tears, rips, cracked dash), major damage from add-on equipment, and one drive train component bad		
	5	Previous accident damage, poor paint, bad interior, drive train that is damaged or inoperative, major damage from add-on equipment		
	TOTAL			0