

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes -February 13, 2020

Draft Approved - March 12, 2020

I. CALL TO ORDER - 4:30pm

II. ROLL CALL

<p><u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Addington Trustee Barker Trustee Guzzo Trustee Nero</p> <p><u>Visitors</u> None</p>	<p><u>Staff</u> Village Manager May Finance Director Parker DVC Richards DLC Mulhearn CDD Director Sylvester PW Director Ramsey IT Director Liljeberg (office) HR Director Brainerd Fire Chief Riley Deputy Fire Chief Connolly Deputy Fire Fire Fitzgerald Deputy Police Chief Thompson Comm Director McIntyre Comm Clerk Babyar Economic Development Director Forsberg</p>
---	---

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS - None

V. **APPROVAL OF MINUTES** - October 24, 2019 and December 5, 2019 Administration Finance Committee minutes were approved, both by motions by Trustee Addington and seconded by Trustee Nero, all ayes.

VI. NEW BUSINESS

A. **Development at 11 W. Quincy** - Director Parker presented on this topic regarding TIF assistance requested by a developer. The economic development agreement pieces were reviewed: downtown parking fund, the caps that are proposed and school district funds.

- Mayor confirmed that the requests were in line with past practice and asked about the length of time that the building has been empty.

- Manager May stated that before we move further on these

types of projects we ask that you review now to approve the next steps.

- Trustee Guzzo asked if anyone else has shown interest on the block? The response was nothing has been presented.
- Trustee Addington said that this is what we need to make it a viable block in town.

B. Crossing Guard Budget Costs - Director Parker presented information on Andy Frain raising the price for crossing guard postings. Then he reviewed the cost sharing of the crossing guard contract with the school districts. Currently it is 25% School and 75% Village. Discussion ensued reviewing various previous discussions/ideas on crossing guards.

- Manager May stated that the goal originally was to wean into a 50/50 agreement, is now the time to move towards that goal? Or do we leave it at 25/75 and just advise the schools that the fees are going up?

- Trustee Liddle asked what are the standard responsibilities of the guards?

1. Deputy Chief Thompson stated that the guards were assigned duties by the school, and it was to make sure that the kids were across safely. Trustee Liddle asked if they were required to shovel snow off the crossing sidewalks. The response was no it was not a requirement, yet some do.

2. Most guards are assigned by the school at the major roads. The example being Maercker, which has 2 on Cass, each for an hour in the morning and hour in the afternoon. We have 7 and a supervisor.

- Trustee Barker asked if we could get an extended contract to save money.

1. D/C Thompson said that Andy Frain would not due long term contracts, explaining that the rising minimum wage laws mean that the costs will keep going up.

- Trustee Addington said we need to approach the schools with the cost increase and the desire to go 50/50.

- Trustee Nero commented that it was the schools direct service,

not the village and they should be sharing the cost. He stated that he would be interested in knowing what other communities do?

1. D/C Thompson replied that Hinsdale does not participate in the program; it is 100% the school's responsibility. Downers Grove does not have a program, there are several CSO's that will cross kids in high traffic areas.

■ Trustee Addington, Nero, and Guzzo felt that 50/50 would be the best option. Trustee Barker dissenting vote was that it should be 33/66 this year and 50/50 next year.

1. Director Parker stated that the costs right now is over \$30,000.00. D/C Thompson said that the true cost is \$50,000.00 and we bill the schools 25% of that cost. It will go up as minimum wage goes up.

■ Trustee Liddle stated that if we go to 33/66 then we have no wiggle room. It might be better to just go in with the 50/50.

■ Trustee Addington said that we have to go back to the schools and tell them that the costs are rising with minimum wage requirements. He likes the 33% idea.

1. Mayor reminded everyone that the municipality is not legally obligated to do any of this. Manager agreed.

2. D/C Thompson said that he would open the door with the schools to the idea for the next school year.

VII. REPORTS

A. **Manager - Container storage problems**, 10 businesses complied of the 23 that were sited and only 2 came in for a meeting with community development and 1 additional is now calling. That leaves 10 that are 100% non-compliant.

■ Trustee Addington asked if there was a legitimate request for an extension would we be willing to work with the business?

1. Manager May responded that we would if there were actual work towards compliance being done. Compliance is the goal of all Code Enforcement issues.

B. **Trustee Guzzo - Gave an update on the Fire Department** problem of staffing, reviewing the options.

- Maintaining the current system - hiring part timers and doing an RFP for paramedic services.
- Consolidation with another Fire Department. Difficult option as there are no immediate opportunities for consolidation.
- Full time Fire Department - \$6 million current budget would double is the estimate.
- There are costs and policies to be prepared before moving forward.
- A consultant should be engaged to explore the opportunities.
 1. Manager May said that the Village of Clarendon Hills has hired a consultant and is exploring options. We are waiting to be contacted.
 2. Mayor Gunter asked about the cost of a full time Fire Department.
 - Chief Riley stated that the estimate is an additional \$4 million.
 3. Fire Chief Riley discussed the hiring of 16 new part-timers and the RFP for paramedics. There are 6 resignations of staff in the works due to the restrictions of full time employers on part time work.
 - Mayor asked how many current employees of the Fire Department work at a full time department?
 - Chief Riley said it was 80%
 - Trustee Barker - There was a discussion a few years ago by Clarendon Hills and Hinsdale to consolidate Police Departments, but it fell apart.
 - Chief Riley said Police & Fire at Hinsdale/Clarendon Hills are sharing resources.
 - Trustee Guzzo remembers when the Fire Service was a dream job. Now it's hard to find candidates.
 - Fire Chief Riley discussed the difficulty trying to hire even for Full-Time.

C. Manager May gave a summary of snow removal and online complaints by residents that the businesses and residents aren't shoveling after ice storm events.

- Trustee Barker said that we use to bobcat to 67th Street and if we can no longer do that, can people walk in the street?
 - Manager May stated that it can be done, not really safe to do however.
- Trustee Liddle asked about the crosswalks by the schools and it not being safe for the children.
 - Manager May stated that the shoveling is not the schools responsibility or the crossing guard. Some have done it in the past out of boredom, not as an assigned duty. The plow cleans the street by pushing the snow to the side, it does not go back and plow the sidewalk. The only answer would be to not plow the street, which we are not legally obligated to plow all the streets. That is a decision made to do so.

D. Manager May gave an update on the Field Court options that were reviewed.

- Woodridge is building a new facility. The County does not want to contribute to that project.
- The County Chief Judge refuses to confirm the assignment of paying communities into a new facility.
- The Village of Woodridge has stated that they will cover the current build out cost if communities that participate will lease the space - it now awaits confirmation from the County that they will allow cases there.
- Trustee Addington asked about adjudication rights, what we can remove from the County.
 - Manager May stated it was a good plan, we will look into an adjudication system with our neighboring communities to make things more efficient.

E. Manager May gave an update on the IL State HB 4432(2020) which seeks to make it illegal for a municipality to have an exclusive waste hauling contract. This is a recent filing and was entered by a representative in the Lockport area, at the request of a Westmont business owner. To keep in mind is that we are not the only community that

has an exclusivity agreement for waste hauling. Also, if this were to pass we would not have the ability to reduce rates for the residents, residents and business owners would have to pay full rates.

- Trustee Nero stated that if this were to happen, it would not be an overnight occurrence. Manager May replied that the contract would be in place until it expires.
- Trustee Addington asked if the towns that do not have an exclusive contract charged a fee for road/alley maintenance? Manager May replied that he was not sure and it would be something to look into, a form of licensing and registration, if we have to change the way we do garbage pick up.

F. Manager May gave an update on the Food Scrap and Landscape Waste is moving forward and planned for April 1st. The 35 gallon tote is the goal to take both food and landscaping waste. It is ready to go forward.

G. Manager May asked HR to give a report on the recent changes.

- Renee Brainerd reported that a part time HR assistant has been hired, Megan Lebak, that worked with Renee at the Park District of Highland Park for 20 years. Megan was working with Recreation and then Risk Management before transitioning to Human Resource.
- The new Health & Wellness program has been rolled out.
- The new health insurance consortium, GIN, has announced the cost increase, 3% for PPO and 5% for HMO, which is better than last year. Dental will probably go out to bid, as another 7% increase is expected.

H. Manager May pointed out the report on Solicitors. Regulation of hours can not be too restrictive. We can not ban it or make the hours unreasonable.

- Mayor Gunter asked if 376 FOIA requests were high compared to last year? Alicja Richards said she was not sure what last year's numbers are but it was pretty much the same.

I. Spencer Parker reported on the technology/software issues recently experienced. The software now knows that it is 2020 and not 1920.

J. Tom Mulhearn reported on Dotty's opening, Absolutely Delicious application for video gaming, and the expansion of the Del Carmen restaurant on Chicago Avenue.

- Trustee Addington asked about the local regulation of the vape shops.

- It is not legal for us to license the vape shops, however a local regulation to restrict the sale to 21.
- Mayor Gunter asked about liquor license requests.
 - The new restaurant, TASTE is looking into a liquor license.
 - Nature'sBest has applied for liquor license.
 - Manager May stated that Code Enforcement cases will play a role in liquor licensing.

VIII. ADJOURN: 5:54p.m. - A motion to adjourn by Trustee Addington and seconded by Trustee Nero.

Village of Westmont
Administration & Finance Committee
Staff Reports - 2020-02-13

Village Manager

- **Fire Staffing - Ad hoc Committee Report**
 - Trustee Guzzo report back to the Village Board (w/memo)
- **Winter Sidewalk Maintenance**
 - There has been a lot of comments on social media regarding shoveling of public sidewalks. In particular, why doesn't the Village shovel their own sidewalks(?) We rely on the adjacent property owners to clear snow as we do cutting parkway grass. We do not have a snow removal ordinance - not for our facilities nor for the public. There is no obligation by either to touch the snow at all. We do so because we want to offer that service (plowing). By policy (unwritten policy) we only clear public sidewalks adjacent village-owned/maintained facilities and in the CBD but only thru Christmas or maybe year-end (per Mayor Bill Rahn to accommodate seasonal local shopping). Otherwise, by policy we do not clear snow on public sidewalks at all. However, as you are aware, after streets are done by practice we work on public sidewalks on Cass Avenue only. We go back and forth with N Cass (Naperville to Ogden) and S Cass (55th to 63rd then to 67th). That is all done time permitting and on straight time during the work day.
 - A couple weeks back we had an unusual event in that we had significant snow followed by rain followed by near zero temperatures. It's all ice and many homes who normally clear did not get it in time either. There is no way to address it until it softens and can be shovelled or brushed off. It eventually all melted. Public Works is minimally staffed to be able to address snow and ice removal on streets only. This is true about equipment as well. We do not need six dump trucks except in Winter. How many people would you need on staff to clear all public sidewalks while it is snowing? (rhet.) We (and every community) rely on the adjacent property owners to clear public sidewalks everywhere which includes ourselves adjacent Village-facilities. Interestingly, we do have an ordinance that requires developers to clear their (to be dedicated) streets while in development. That we can regulate. Similarly, our lease with BNSF requires us to perform snow and ice control on their ROW where we maintain the depot, platforms, etc. The depot consequently has 2-3 guys dedicated to the depot grounds that then address Village Hall and then CBD sidewalks. They are not part of the "plowing" stand-by crews. They are their own gig because of the agreement.
- **Downers Grove Field Court**
 - In the middle of last year the Chief Judge of the DuPage County Court System declared that they will be closing the DG Field Court instead of dropping an inordinate amount of money on security concerns at a facility that they lease (American Legion). The result is that all cases will be brought back to Wheaton. At the same time, the Village of Woodridge is planning a new municipal complex and could easily design in a new ancillary room already to the court's standards. The County discussed with Woodridge the terms (buildout costs and lease amount). The County, thru it's budgeting process, decided last Fall that they don't want to pay for it. They want the individual communities to pick up the cost
 - To be fair, they do not owe any of us a field court. The 10(?) communities assigned to DG realizing that our Officer OT costs will run up drastically if in Wheaton have decided to evaluate a cost-share option to encourage the County to consider Woodridge. A conceptual offer by Woodridge/consortium of a 50/50 split was made. The County appeared insulted by that offer (I editorialize). They spent some time on a counter offer that just concluded a couple weeks back - they now propose:
 - 50/50 buildout costs
 - Illinois State Police will not participate so the communities will need to pick up their share
 - Added cost responsibility for new security needs
 - 50/50 lease costs (also picking up ISP cost)

- Chief Judge retains complete autonomy and can assign any community anywhere. Paying communities can be reassigned to Addison (for example). Non-paying communities can be assigned to Woodridge

Needless to say, this was acceptable to no one. For Westmont, it would take nearly 12 years to recover our costs - with no guarantee that we can utilize it that long. We are all opting out (verbally).

- Late last week, my understanding is that the Woodridge Village Board agreed (in concept) to accept the buildout responsibilities. At least, leave the municipalities out of the equation. They will just directly negotiate with the County. However, they still would like equitable participation with the ongoing lease. For Westmont, this is much more equitable and will generally offset our OT Wheaton costs. I still feel it is necessary that only the participating communities use the facility, or at least an assurance the we as payers can stay for the 20-year lease expectation.
- **HB4432 - Exclusive Disposal Contracts**
 - Representative Mazzochi brought this bill to our attention last week. I looked up HB4432 as filed by Rep. Batinick on January 30, 2020. The synopsis states:
 - *Amends the Disposal of Refuse, Garbage and Ashes Division of the Illinois Municipal Code. Provides that a municipality may not enter into a contract or franchise under the Division exclusively with one provider of disposal services or provide for an exclusive method or methods for the disposition of garbage, refuse, or ashes if the exclusive method or methods may displace competition or may have an anti-competitive effect. Limits home rule powers. Makes conforming changes.*
 - It is our understanding that one of our business residents complained to Rep Batinick (not near here) and this bill was filed. We believe the intent is to scale back down to just eliminate commercial exclusivity. As written it seems to be addressing all collection contracts as well as limits home rule powers. I saw many of the DuPage Managers at DMMC last Thursday. As a COG, we will always be opposed to anything that limits local authority to govern. As a community (one of the five) that operate exclusive commercial garbage collection contracts, we remain concerned about this bill, as written.
 - We are initially aware of 25 municipalities in NE Illinois who have exclusive franchises for commercial collection in addition to residential. Five of those (known to us) are in DuPage County. They include:
 - Addison, Bannockburn, Barrington, Chicago Heights, Deerfield, Evanston, Grayslake, Gurnee, Highland Park, Highwood, Hoffman Estates, Lake In the Hills, Libertyville, Lombard, Mount Prospect, Niles, Northfield, Oakbrook Terrace, Prospect Heights, Roselle, Skokie, Westmont, Wheeling, Wilmette, Winnetka
 - I remain in contact with Representative Mazzochi.
- **EIC - Curbside Food Scrap Program**
 - The EIC previously presented and recommended the food scrap (and landscape waste) curbside program. The details will be transmitted under separate email, but Waste Management is open to the single pay option without any contract term adjustments. Those who are interested and sign-up pay an additional fee. Program details are still being worked out, but the EIC is working to have the program ready to roll out April 1st - no foolin'

Finance

- **Software**
 - Customer Service Implications
 - In late January / early February we went through some upgrades to our system, which caused some time where our system was unavailable. For some of that time we had to process payments manually. For other smaller pieces of the time we were unable to log into our system, so we had to take customer information and call them back after we could look at our system.
 - Additionally, during early January the dates in our old financial system were defaulting to 1920 (instead of 2020), so at least some invoices were sent out dated 1920. Fortunately that

has been addressed and our system now defaults to 1920. This was not seen to impact water bills, only our other general invoices.

- Ongoing Projects Anticipated “Go Live” dates
 - Early March 2020
 - Business Licensing
 - Building Permits
 - Zoning
 - Code Enforcement
 - Cashiering (for items listed above)
 - Early April 2020
 - Payroll
 - Human Resources
 - Late August 2020
 - Utility Billing
 - No Date Currently Specified
 - Timeclock upgrade
 - Citizen Report a Concern
 - General Billing
 - Parking Tickets
 - Capital Assets for Auditing Purposes
 - Capital Asset Maintenance (Fleet & Facilities)

Clerk’s Office

- 377 FOIA requests were processed in 2019.
- In March you will be receiving the notice by email to file your Economic Interest Statement. That will be due to the County offices before May 1st, 2020.
- We can not prohibit solicitors from going door to door, however we can put in reasonable restrictions. We may limit the time, however the courts have determined that a cut off time of 6:00pm is too restrictive. The best way for private citizens to prevent solicitors is to post a sign on their property that states “No Solicitors.” We do offer our residents stickers at no cost, and they can be picked up in the Clerk’s Office.
- Citizens may continue to register to vote in the Clerk’s Office through Tuesday, February 18, 2020. Voter registration will close after that time and will reopen Thursday, March 19, 2020.

Communications

- **Press Releases** - 19 press releases published in the month of January:
 - Make it Your New Year’s Resolution to Volunteer
 - 2020 Updates for Community Development Permits and Policies
 - Mayor Gunter Presents Key to the Village To Weizan Wang
 - Keep your Family Safe from Carbon Monoxide this Winter
 - Friends of the Library Host Special Membership Drive
 - DuPage County Offering LIHEAP Energy Assistance
 - Westmont Practices Environmental-Friendly Snow and Ice Removal
 - Village of Westmont Code Corner - Snow Removal & Unpaved Parking Areas
 - Westmont Fire Department Sends Care Packages Overseas
 - 2020 Election Information - Assistance for Elderly and Voters with Disabilities Available
 - Southeast Westmont Multi-Unit Apartment Building Proposal Withdrawn
 - Holly Days Survey Seeks Community Feedback
 - Muddy Waters Sign Added To Exhibit
 - Crime Alert: Burglary to Motor Vehicle
 - Downers Grove Township Upcoming Events
 - 2020 Spring Citizens Fire Academy Sign-Up

- Westmont Reminds Residents to be Counted in the 2020 Census
- Have A Request? Use Our Report A Concern Link
- 2020 Westmont Restaurant Week Featured On ABC-TV Ch. 7 - Event Begins January 30
- **Social Media Posts** - 34 social media posts
- **Electronic Bulletin Board Posts** - 6 in the month of January
- **Media Coverage**
 - Restaurant Week promoted on ABC-TV Ch. 7 for the 4th year in a row
- **Neighbors Magazine**
 - February/March has been distributed
 - Cover story of Park District Craft Beer Event was well-received
 - Working on April/May issue, sent to print - focus will be on 2020 Census
- **Westmont Word**
 - February/March is out
- **Community Branding**
 - **Arts Initiative**
 - Continuing to evolve the concept of working with local artists to establish a regional art league to promote and support local artists - planning summer schedule with Cruisin' Nights and Taste of Westmont
 - Continuing to consider developing Westmont's first ever juried art show, to kick off in January 2021 to coincide with the 100th Anniversary
 - Researching viable locations for art league to have an established home
- **Banners**
 - **Vertical Banners** - Created 4 Census vertical banners to be displayed in various locations in Westmont, Public Works is making them
 - **Horizontal Outdoor Banners** - Created 4 Horizontal Census banners to be displayed on the north, south and at the train tracks in Westmont, Public Works is making them
- **Committees**
 - **Census 2020 Complete Count Committee**
 - Sub groups are working on promotion and specific action plans
 - Working on creating and publishing Census promotion materials
 - **Westmont First**
 - Next meeting Feb 18 - Census 2020 promotion
 - **Sister City**
 - **Student Exchange**
 - In Fall 2020, CUSD201 will not be hosting exchange students; considering exchange program with Maercker School District
 - **Cyber Meeting**
 - Working with Sister City Committee, IT, and TECO to plan Cyber meeting with the new Magistrate - tentatively scheduled for March 5 at 8pm
 - Working to create a liaison from Hsinchu County to our EIC group
 - **Dementia Friendly Community Initiative**
 - VOW Communications assisting with publicity and education effort with: 1) social media posts, 2) press releases, 3) planning website resource page/info
 - Working to secure Westmont as the first, official dementia-friendly community in DuPage County
 - **100th Anniversary**
 - February meeting will determine the schedule for the final year countdown as well as the 100th anniversary year-long celebration
 - Many new and expanded projects being considered
- **Community Events**
 - Working with Police and Clerks Office to update Community Events Permit process and transitioning this authority from Communications to Clerks and PD

- **Misc:**
 - **Internship** - Completed winter internship with student from Timothy Christian - Communications Department has hosted 4 internships in the past year
-

Human Resources

- **New Administration/HR Employee**
 - Megan Lebak started with the Village on Monday, January 27 as our part-time HR Generalist. Megan has over 20 years of experience in the Parks and Recreation arena, beginning in facility coordination, moving to recreation/facility management and ending her tenure in Safety/Risk Management/HR.
 - With her expertise in Safety/Risk Management/HR, we are looking forward to the new ideas and fresh perspective she will bring to the Village.
- **Health & Wellness**
 - The Health Evaluation Event hosted on Wednesday, February 5 was successful with more participants than anticipated, which is exciting for year one of a newly designed H&W program.
 - We received positive feedback from participants about their experience as well as the speed with which results were available for review (*around 24 hours*).
 - The next meeting of the Health & Wellness Committee is Tuesday, February 18 at 9am.
- **HR/Payroll Module (MUNIS)**
 - As we move closer to “go live” with HR/Payroll (*targeting April 2020*), we are spending more time in sessions with MUNIS to finalize system design and begin running parallel payrolls.
 - We plan to meet with department staff that currently use external databases for employee tracking and reporting to understand their needs and do our best to build that into MUNIS to help eliminate redundancy and leverage efficiency.
- **Insurance Committee/GIN**
 - Preliminary renewal information was provided at our last GIN Board Meeting on Thursday, January 16 as follows:
 - PPO - Estimating a 3% increase
 - HMO - Estimating a 5% increase
 - Dental - Going out for bid based on high renewal for the 2019 plan year
 - Advised to estimate a 7-8% increase for budgeting purposes.
- **Recruitment**
 - **Open Positions**
 - Community Development - Conducting interviews for a FT Code Enforcement position the second week of February. So far, we have five candidates scheduled.
 - **New Hires**
 - John DePasquale - Probationary Police Officer - 01/01/2020
 - Brett Jensen - Probationary Police Officer - 01/01/2020
 - Megan Lebak - HR Generalist (PT) - 01/27/2020
 - **Retirement/Resignations/Separations**
 - Evan Rhule - Firefighter/Paramedic - 01/03/2020
 - Krzysztof Ziemianczyk - Firefighter/Paramedic - 01/14/2020
 - Leif Johnson - Captain (Fire) - 01/15/2020
 - Richard Bocek - Battalion Chief (Fire) - 01/21/2020

Information Technology

- Configured and activated the digital sign in the train station currently behind the glass facing the waiting area. This will be used for displaying information about the community and events. The Chamber and Communications have access to this system to post information.

- Working on expanding the DiscoverWestmont WiFi system into the train station. Currently the area in front of Westmont Centre and the East side of the train station outside are covered. This will expand coverage inside.
- Received price quotes on our switch stack replacement. We are currently reviewing those proposals and will have an option for purchase on the next boards agenda.
- We are also reviewing vendor proposals on Network SOC services and plan on having a decision made by the first meeting in March.
- Tyler EAM (Enterprise Asset Management) and Tyler 311 (GovQA replacement kicks off today 2/13)

Liquor Commission

- At the request of the police department, I am working with Detective Div. Commander Tim Radtke and his staff on creating a village ordinance addressing the sale and possession of vape products. The Police Dept. has a business in town selling to minors and their only response is with arresting the person on a state charge. The officers prefer a village ordinance arrest.
- **Summary of my activities for December, 2019**
 - Met with a potential video gaming cafe applicant and gaming representative
 - Had weekly review meetings with Liquor Commissioner and Village Attorney
 - Sent Class 23 liquor license restrictions to Fremont Grill and Margie's Beef
 - Opened an investigation and then met with management of Fremont Grill on holding poker tournaments against the liquor commissioner orders (violation to be heard at next liquor hearing). I also discussed the separation wall for video gaming, & being overdue on fire inspection for sprinklers. I reviewed issues of 15 ft distance from exits for smokers due to their remodeling. I reviewed & approved their request to conduct bar bingo. They have ceased their poker tournament activities.
 - Completed and presented massage license application for Beauty Concepts
 - Forwarded information to Code Enforcement on Scallywag's advertising for a special event involving the serving of food. The event was cancelled after we contacted them
 - Handled liquor license inquiry for a potential business at 11 W. Quincy
 - Approved Prestige Liquors Tasting Room request to change hours due to customer demand
 - Spoke to representatives of Dotty's who advised they should be open early February
 - Worked with Finance on Places for Eating tax issues involving Shree, Whiskey Hill and Absolutely Delicious
 - Received a Class 23 video gaming liquor license application for Absolutely Delicious
 - Contacted Illinois Gaming Board on advertisement from Anna's Cafe on \$5 free gaming. IGB will handle any violations if applicable
 - Approved entertainment requests for DJ's Bar & Grill, Fremont Grill, Scallywags and Amber Cafe.
 - Compiled monthly Illinois Gaming Board revenue report
 - Assisted a Village Intern in interviewing a Federal Bureau of Investigation (FBI) employee as the intern was interested in possibly working for the FBI in the future
 - Spoke to management of Del Carmen Taco on Chicago Ave. concerning their expansion and obtaining a liquor license. They are interested in a Class 23 when eligible
 - Attended in-service training on Energov software. This will be used to track licenses