



draft- Administration Committee- Meeting Minutes
June 7, 2018

CALL TO ORDER: 4:30 p.m. by Chair - Trustee Liddle

ROLL CALL:

<p><u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski (4:35pm) Trustee Addington Trustee Barker Trustee Guzzo (4:35pm) Trustee Barry Trustee Nero (4:50pm)</p> <p><u>Visitors</u> none</p>	<p><u>Staff</u> Village Manager May Finance Director Parker PW Director Ramsey (4:33pm) Fire Chief Weiss Police Deputy Chief Gruen Deputy Liq Comm Mulhearn Deputy Clerk Richards Interim Community Dev Director Bourke IT Director Liljeberg (recording office) Economic Development Director Forsberg (4:45) HR Director Crane HR Assistant Guerrero</p>
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I PLEDGE OF ALLEGIANCE

II ROLL CALL - by observation

III PUBLIC COMMENT: No public in attendance.

IV APPROVAL OF MINUTES:

- May 10th Administration & Finance Committee Meeting Minutes
 - Motion by Trustee Addington & 2nd by Trustee Barker
 - All ayes - Approved

V UNFINISHED BUSINESS: None listed.

VI NEW BUSINESS:

a. Microblading as approved accessory use in salons & skin care clinics

Deputy Clerk Richards addressed the Committee on this topic and passed out the current municipal code regarding tattoo and body piercing establishments and a draft ordinance. She described microblading: a semi-permanent eyebrow body art. It is regulated by the county and state health departments. Westmont currently allows tattooing in the village but only in the M-District. This would allow for microblading in the business district so that salons could

perform this service along with permanent makeup. The fee structure would be the same as the current tattooing fee structure.

- Trustee Liddle asked if this had been requested?
 - The response was that the Skin Care Spa & Body Clinic has requested.
- Trustee Liddle asked if they do a lot of work with cancer patients?
 - Deputy Clerk Richards said that she was not sure if it was due to patients or just for cosmetic reasons.
- Mayor Gunter asked if it faded?
 - The response was yes as it is not done with permanent tattoo ink so it only lasts a couple of years.
- Trustee Barry said that this was a common cosmetic procedure and he had family that has had this done.
- Trustee Addington said that this would not bring tattooing into the business district, so he had no problem with this.
 - Deputy Clerk Richards stated that this would be an accessory use for a salon, Attorney Zemanek has placed this into the draft ordinance.
- Mayor Gunter asked for confirmation that this would not cover tattooing.
 - Manager May stated this is not tattooing, we would not treat it as such.
- Trustee Liddle asked about continuing education training?
 - The response was OSHA law requirements will be in place.
- Trustee Guzzo stated that this would be a positive addition to salon services.
- Trustee Liddle asked about inspections?
 - Deputy Clerk Richards stated that the county would inspect the establishments.

Trustee Liddle asked if there were any objections, as there were none Manager May informed everyone that it would be on the agenda in two weeks.

b. Brew/Tavern license creation

Deputy Liquor Commissioner Mulhearn stated that this was on the Board Agenda for tonight's meeting. It is a brew operation that wants to go into Irv Kaplan's old storefront. This is not a brewpub, as there will not be food served. This is not currently allowed in the downtown area, however it is the type of business the comp plan promotes. To allow this to occur we have created a brewery/tavern type of license. The cost of the tavern license is \$3000.00 a year, however this business is only selling 1 type of alcohol. The cost has been prorated by the Village

Attorney to \$1000.00 annually. The other question researched was if we want to restrict this class to a certain area of town; after review it seems to be the type of business that we could have in any business district.

- Mayor Gunter asked if there would be beer only or if wine would be allowed?
 - Deputy Commissioner Mulhearn responded that the license would be for only what has been brewed on premises.
- Trustee Barry asked why only the craft beer brewed on the premises, could not other craft beers be sold as well?
 - Deputy Commissioner Mulhearn stated that the restriction was to keep the license for a brewery and not a retail liquor outlet. Opening up the license could mean that the brewery could be closed and it just become a tavern selling everyone else's product. This is going to be a local brewery.
- Trustee Barry asked if a percentage could be put in place, such as 80% brew & 10% other liquor so that if some guests would rather have a vodka it would be possible and less limiting to his business?
 - Deputy Commissioner Mulhearn stated that was a totally different type of liquor license for all liquor and not in just a brewery/tavern to now a tavern and then we would have no way we would have control over this.
- Trustee Barker asked if this could turn into a distillery as those are hugely popular?
 - The response was that this license was limited strictly to beer. We are restrictive in the language so a business does not close and reopen with an unacceptable model of business that would not be welcome in our village.
- Mayor Gunter asked if not having any new taverns in town was the wish of this board? The previous board was very vocal in that wish, however we need to modify our requirements open up some restrictions in our allowable businesses to attract millenials.
 - Trustee Addington stated that this is not a regular tavern, it is more of a type of place that would do music and such.
 - Trustee Barry would like to see the business go before the Fire Dept to have a the required inspection of the property, it seems he is putting the cart before the horse.
 - Deputy Liquor Commissioner Mulhearn stated that this is a conversation that has occurred. However, the gentleman interested in this license realizes that the property will need sprinklers and before he goes to that

expense he wants to know that the license classification is available. The gentleman will be at the board meeting tonight if you want to ask questions. His license is not what you are approving tonight, it is the classification that you are approving.

- Trustee Addington remarked that the interested business will still have to go through all the hoops required for a liquor license and for the property to pass inspections.
- Trustee Liddle stated that this is something to have on the books so that we are open to this type of business and not have businesses move on to other villages that do have it on the books.
 - Deputy Liquor Commissioner Mulhearn explained that this is not a brewery, like Myths & Legends but a brew pub. This type of business is becoming very popular; Downers Grove has a brew only business now opened.
- Mayor Gunter remarked that we had been looking at this concept for the downtown before this business owner came in asking about this type of license. If we build up the downtown, we will need businesses that will appeal to the market of the apartments in the new developments.
- Trustee Barry mentioned Economic Development Director Larry Forsberg commenting at EDC that we have to look into the future 20 years, not just at today.
- Deputy Liquor Commissioner Mulhearn stated that in the past our community had a lot more taverns, and now we only have two. To move forward with the times, we want people moving in to the area to be able to walk and not drive so having a variety of experiences available in the area would be appropriate.
- Trustee Guzzo remarked that if we move forward with this on the books we could move forward with distilleries or wineries.
- Trustee Barry said that there are no longer problems at the tavern establishments in town that there use to be in years past.
- Trustee Barker asked Director Ramsey if there was water for sprinklers to this establishment?
 - Director Ramsey stated there was not, a line would have to be put

in to furnish water. The vet was the last business to go in and to auger cost about \$35,000.00. That is just to get the water into the building.

- Trustee Barry asked about the 90 days required?
 - Deputy Commissioner Mulhearn stated that the background check requires a minimum of 90 days to complete before the liquor license request comes before the board.
- Mayor Gunter asked for confirmation that this was a start up, that the gentleman had no other business.
 - Deputy Commissioner Mulhearn replied that this was true.
- Trustee Liddle asked if the gentleman had a business plan?
 - Deputy Commissioner Mulhearn said that he has seen the business plan.

Mayor Gunter commented that this was on tonight's agenda.

c. LC 13 Program Review

Deputy Commissioner Mulhearn explained that the IGA with the State of IL to inspect the liquor sales premises for safety and health violations for the Liquor Control Commission. Deputy Commissioner Mulhearn, Detective Glynn & Detective Kozielski have all had State training. Due to some setbacks we have just begun the inspections. The requirements are that all inspections have to be done by June 30th. Only 8 have been done so far and we have 56 to be done by the end of the month. We have been prepaid for these inspections. If we do not get all done, we will have to repay the State. At any time we can opt out of this agreement and so can the State.

There are some concerns with the Village doing these inspections. We are in essence the eyes and ears for the State. It has been brought up that the State can enforce fines up to \$5000.00 to our businesses. This can lead to the Village being held negatively by our business community for the State's fines, as we are the inspectors finding the problems.

- Mayor Gunter asked what kind of violations that have so far been found.
 - Two places that the State Tax Identifier was not displayed - Can be a \$500.00 fine
 - BASSET certifications expired
 - Business accepting valuable perks from salesman
 - 1 Business had some serious violations - the State will come out review

- Mayor Gunter asked what type of leeway is there are as a State Contractor.
 - Deputy Liquor Commissioner stated that there was no leeway really.

VII REPORTS

- Chairperson - The staff reports have been passed out to the committee, if anyone wants to comment or ask for more information.
- Village Manager -
 - Interim Community Development Director Marty Bourke was introduced.
 - Angel Haven again has waited to long to ask for a permit, she will come in at open forum to announce it. The permit will be approved in two weeks.
 - State Representative Patti Bellock is retiring and her family is putting together a scrapbook so please submit any pictures you might have or memorabilia that could be included. Mr. McIntyre is working on it.
 - We have had a FOIA request from a University in Missouri for the Mayor's emails - so again we would like to remind you that the Village emails are public property and not personal so be vigilante in your use of this public medium.
 - The Mayor's 3 months of emails exceeded 3000 emails.
- Human Resources -
 - HR Director Crane pointed out that the IPBC pool membership ends this month.
 - Mayor Gunter asked for confirmation that the notification was all done in time and complete.
 - Director Crane said that yes and the runoff is active for 1 year.
 - Mayor Gunter asked about the funds we had built up being released.
 - Director Crane stated that we made a request to transfer funds from the 5 accounts at IPBC to our terminal reserves to make sure there is enough for payment on the runoff claims.
 - HR Assistant Guerrero stated that the work with the new pool has been going very well and that we still are working with IPBC for the health & wellness incentives that are due June 15th.
- Finance Director -
 - New audit firm will be reaching out to board members with questions regarding our financial information.

- Financial related public notices will be printed in the Bugle not the Suburban Life moving forward.
 - Trustee Barry asked why the change?
 - Director Parker said the cost analysis showed a large difference in price.
- Mayor Gunter announced that he has had a letter from a resident that did not sign a name, frustrated with our phone system and our website has no helpful information on it.
 - Manager May states that the letter writer believed that auto-attendant is difficult to manipulate and if you hit 0 for an operator it just starts over again. Also, the letter does not state what information the resident was looking for on the website.
 - IT Director Liljeberg stated that the auto attendant was set up 10 years ago when the receptionist position was eliminated.
 - Trustee Barker claimed ours was better than some.
 - Trustee Barry stated that ours took a lot of patience to listen to it.
 - Trustee Nero said that our website calendar was getting better.
 - Trustee Barry said that his voicemail was empty but that there are emails telling him that there is voicemail being deleted. Director Liljeberg explained the Shoretel save/expire settings for voicemail.
- Information Technology - Nothing to report
- Manager May reviewed the IGA with the Park District for the Warwick properties that will not be on tonight's agenda. Stating that the agreement has not been received yet from the Park District so it would not be voted on tonight. Discussion of the stormwater management of that area.
- Mayor Gunter discussed the agreement between the Park District and the Natatorium.

VIII ADJOURN (next meeting is scheduled for July 5, 2018)

- Motion by Trustee Addington and 2nd by Trustee Barry
 - All ayes.
 - 5:22pm