

# **NOTICE OF STANDING**

## **COMMITTEES**

Scheduled for  
Tuesday, February 11, 2020,  
beginning at 6:30 p.m. in

Council Chambers  
Village Hall of Tinley Park  
16250 S. Oak Park Avenue  
Tinley Park, Illinois

**Administration & Legal Committee**  
**Public Works Committee**

A copy of the agendas for these meetings is attached hereto.

Kristin A. Thirion  
Clerk  
Village of Tinley Park

**NOTICE OF A MEETING OF THE  
ADMINISTRATION & LEGAL COMMITTEE**

Notice is hereby given that a meeting of the Administration & Legal Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:30 p.m. on Tuesday, February 11, 2020, in Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING
2. CONSIDER THE APPROVAL OF THE MINUTES OF THE ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON JANUARY 14, 2020.
3. DISCUSS REDUCING THE NUMBER OF CLASS A LIQUOR LICENSES BY ONE (1) (TRIBES ALE HOUSE) AND REDUCE THE NUMBER OF CLASS AV LIQUOR LICENSES BY ONE (1) (RICH'S PIZZA JOINT).
4. DISCUSS AMENDING TITLE 9, CHAPTER 112 OF THE TINLEY PARK MUNICIPAL CODE PERTAINING TO CLASS K-1 LIQUOR CLASSIFICATION.
5. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION  
VILLAGE CLERK

**MINUTES**  
**Meeting of the Administration & Legal Committee**  
**January 14, 2020 - 6:15 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

Members Present:                   W. Brady, Chairman  
  M. Glotz, Village Trustee  
  W. Brennan, Village Trustee

Members Absent:

Other Board Members Present: J. Vandenberg, Village President (arrived at 6:32)

Staff Present:                    D. Niemeyer, Village Manager  
  P. Carr, Assistant Village Manager  
  J. Urbanski, Assistant Public Works Director  
  M. Walsh, Police Chief  
  D. Framke, Marketing Director

**Item #1** - The meeting of the Administration & Legal Committee was called to order at 6:19 p.m.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON, DECEMBER 10, 2019** – Motion was made by Trustee Brady, seconded by Trustee Brennan, to approve the minutes of the Administration & Legal Committee meeting held on December 10, 2019. Vote by voice call. Trustee Brady declared the motion carried.

**Item #3 – DISCUSS CIVIL SERVICE RULES AND REGULATIONS** – Deanna Rosenbaum, Village Attorney, presented an update to the Civil Service Commission Rules and Regulations. The existing Rules and Regulations were adopted in 1997 and minor changes have been made to certain portions of the Rule and Regulations since their adoption, however, no comprehensive review had been undertaken in over 20 years. Human Resources and the current Civil Service Commissioners undertook a review of the existing Rules and Regulations to determine if the Rules and Regulations from 1997 adequately addressed the current landscape for employee recruitment and hiring, changes in technology and the use of technology since adoption in 1997 and whether the existing Rules and Regulations provided clear guidelines for all Commissioners, members of the public and potential employees.

During the past year, the Commissioners have altered the approval process for applicants within the existing structure of the Rules and Regulations to increase the speed with which applicants can be approved for hiring, and, ultimately, the filling of vacant positions. The additional changes proposed by the Commissioners will continue to expedite the hiring process while providing department heads with greater access to interview candidates prior to hiring--ensuring the best applicants are offered employment.

Trustee Brennan asked if the changes will establish a certified officer list. Ms. Rosenbaum, replied no and explained that the changes are meant to work with the systems that are already in place.

Trustee Glotz asked Ms. Rosenbaum to go over the merit or efficiency points. There are slightly different rubrics used; police are on a one hundred (100) point scale and non-police are on a ten (10) point scale and are only used for promotions.

Trustee Glotz asked how the Village can attract experienced police officers. Matt Walsh, Police Chief noted that a number of the most recent hires came from another department.

Trustee Brennan noted that while preference would be given to potential police officer candidates, points were not specified. Ms. Rosenbaum clarified that this is already in the Illinois Municipal Code for Civil Service. Since no change was made it was not highlighted as such.

Trustee Glotz asked for clarification regarding the split list interview list. Ms. Rosenbaum explained that under the prior Civil Service rules, there was no requirement for an oral interview. Without changing the Civil Service rules, without the authorization from the commission, the Police Chief has no method to interview the candidate. The rule remains unchanged for all other non-police positions. The split list streamlines the process of interviewing eligible candidates and make the process transparent to the applicant.

Trustee Glotz asked for clarification of the language, empowering the Commissioners. Ms. Rosenbaum responded this is to allow the Commissioners, who work closely with the Human Resources liaison, to request additional testing when needed to properly screen the candidates.

Trustee Brennan asked if the interview portion would be scored. Ms. Rosenbaum stated that the oral interview portion is pass/fail.

Discussion of the Civil Service Rules will be forwarded to a future Committee of the Whole meeting.

**Item #7 – RECEIVE COMMENTS FROM THE PUBLIC** – No one came forward.

#### **ADJOURNMENT**

Motion was made by Trustee Brady, seconded by Trustee Brennan, to adjourn this meeting of the Administration & Legal Committee. Vote by voice call. Trustee Glotz declared the motion carried and adjourned the meeting at 6:37 p.m.

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# Interoffice Memo

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**Date:** February 4, 2020  
**To:** Administration and Legal Committee  
**From:** Hannah Lipman, Management Analyst  
**Subject:** Code Amendment – Reduction of Class A Liquor License by one

The purpose of this memo is to reduce the number of Class A liquor licenses by one (1).

With the closing of Tribes Alehouse and Grill, formerly located at 9501 W 171<sup>st</sup> St., there is a Class A liquor license floating, unattached to any establishment. When an establishment closes, it has been best practice to reduce the respective liquor license class by one (1).

The Liquor Commissioner recommends this minor cleanup of the code.



# Interoffice Memo

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**Date:** February 4, 2020  
**To:** Administration and Legal Committee  
**From:** Hannah Lipman, Management Analyst  
**Subject:** Code Amendment – Reduction of Class AV Liquor License by one

The purpose of this memo is to reduce the number of Class AV liquor licenses by one (1).

With the closing of Rich's Pizza Joint formerly located at 7014 183<sup>rd</sup> St., there is a Class AV liquor license floating, unattached to any establishment. When an establishment closes, it has been best practice to reduce the respective liquor license class by one (1).

The Liquor Commissioner recommends this minor cleanup of the code.



# Interoffice Memo

**Date:** February 4, 2020  
**To:** Administration and Legal Committee  
**From:** Hannah Lipman, Management Analyst  
**Subject:** Code Amendment – Class K-1 Liquor Classification

The Village Code, pursuant to §112.20(K)(1) and §112.20(K)(2), provides two liquor license classifications for establishments operating as a banquet/event space. A recent liquor license request for a banquet space has prompted a review of §112.20(K)(1) and §112.20(K)(2), to determine the best fit for current and future requests.

The Class K License could be considered a true banquet use classification, requiring such facilities to be unconnected with any other facility and hosting full sit-down meals with 250+ guests. There are only two (2) Class K licenses issued at this time.

(K) (1) Class K License. Shall authorize the retail sale of alcoholic liquor only on the premises designated therein, and shall be available only for banquet hall facilities. Such facilities must be unconnected with any restaurant, theatre, or nightclub, or similar business, and shall occupy the entire building in which the facilities are located. The banquet hall facilities must have seating for at least 250 persons for full sit-down dinners, and sale of alcoholic liquor shall be limited to sales in conjunction with banquets only. The annual fee for this license shall be \$600 if the facility has a maximum seating capacity of 275 or less, and \$1,500 if the facility has a seating capacity in excess of 275. Video gaming as defined under the Illinois Video Gaming Act, ILCS Ch. 230, Act 40, §§ 1 et seq., shall not be allowed in a class K licensed premises.

The Class K-1 License aims to serve smaller banquet/event spaces with less than 250 guests. It requires the holder of the license to cater all events. There is only one (1) Class K-1 license issued at present.

(2) Class K-1 License. Shall authorize the retail sale of alcoholic liquor only on the premises designated therein, and shall be available only for use in conjunction with banquet functions. Such banquet facilities must be unconnected with any restaurant, theater or nightclub, or similar business, and may not have seating for more than 250 persons. Such facilities may be contained within a building occupying other facilities, specifically including Metra train station facilities. **The holder of the license must cater all banquets and provide all facilities.** The annual fee for this license shall be \$200. Video gaming as defined

under the Illinois Video Gaming Act, ILCS Ch. 230, Act 40, §§ 1 et seq., shall not be allowed in a class K-1 licensed premises.

Upon review of both liquor classes, the Liquor Commissioner recommends that a minor amendment be made to Class K-1 license. The Class K license will continue to provide for full sit-down meals, while the proposed amendment to Class K-1 license would allow food to be catered from outside vendors. A review of other municipalities provides that similar banquet/event spaces of smaller sizes to which the Class K-1 license applies, allow outside catering. Additionally, having only three (3) banquet licenses issued, the proposed amendment will provide various options for any future requests as the Village.



**PUBLIC  
COMMENT**

**ADJOURNMENT**