

**MINUTES**  
**Administration & Legal Committee**  
**June 11, 2019 - 6:30 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:                   None

Other Board Members Present: None

Staff Present:                    D. Niemeyer, Village Manager  
  B. Bettenhausen, Village Treasurer  
  P. Connelly, Village Attorney  
  J. Urbanski, Assistant Public Works Director  
  C. Zemaitis, Village Engineer  
  D. Sanfilippo, Executive Assistant to the Mayor  
  L. Godette, Deputy Village Clerk  
  L. Carollo, Commission/Committee Secretary

**Item #1** - The meeting of the Administration & Legal Committee was called to order at 6:50 p.m.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE ADMINISTRATION & LEGAL COMMITTEE MEETING HELD ON MAY 14, 2019** – Motion was made by Trustee Brennan, seconded by Trustee Glotz, to approve the minutes of the Administration & Legal Committee meeting held on May 14, 2019. Vote by voice call. Chairman Brady declared the motion carried.

**Item #3 – DISCUSS ADDING LIQUOR/VIDEO GAMING LICENSES FOR THE FOLLOWING:**

- a. CLASS AV FOR BUFFALO WILD WINGS, 7301 W. 183rd STREET;**
- b. CLASS DV FOR LOS 3 BURRITOS #2, 8005 183rd STREET**

- Buffalo Wild Wings - Full service restaurant, operating in Tinley Park for 10 years. Currently, the restaurant holds a Class A liquor license, allowing sale of liquor by the drink on premises. Request was submitted for a change to a Class AV license, which allows sale of liquor by the drink on premises and has video gaming. This location will be a "test store" for video gaming. Gaming would be located in the back of the restaurant, in a separate space with a four foot wall, along with cameras for monitoring the gaming area. Constructing a higher wall would be a possible option. President Pro-Tem Glotz stated he would like to visit the proposed gaming area and suggested postponing consideration of the request until the Administration & Legal Committee meeting scheduled June 11, 2019.

Brad Fralich, franchise owner stated he requested permission from Corporate to construct a seven foot wall, however, Corporate would only allow a five foot wall to be constructed for easy visualization of the gaming area and three gaming terminals would be placed for a test period. Mr. Fralich explained in detail to the Committee how the gaming area would be strictly monitored at all times. Trustee Glotz stated he had an opportunity to visit the restaurant and the location of the proposed gaming area, however, the Village's preference remains for a seven foot wall to be

constructed to fully enclose the gaming area. D. Sanfilippo, Executive Assistant to the Mayor stated Tinley Park Fire Prevention visited the restaurant on June 6, 2019, and inspected the proposed gaming area, for which they did not foresee any fire safety or sprinkler concerns. Committee consensus was to forward the Class AV license request to the Village Board along with Mr. Fralich having ongoing discussions with Corporate concerning the Village's preference of a seven foot wall constructed to enclose the gaming area. Saloon doors would also be added to the gaming area entrance.

Motion was made by Chairman Brady, seconded by Trustee Brennan, to recommend a Class AV license request for Buffalo Wild Wings be placed on the agenda for the Village Board meeting scheduled June 18, 2019, contingent on construction of a seven foot wall to fully enclose the gaming area. Chairman Brady declared the motion carried.

- Los 3 Burritos - Full service restaurant, operating in Tinley Park for over 2 years. Currently, the restaurant holds a Class D liquor license, allowing sale by a restaurant for consumption on the premises by the drink only. Request was submitted for a change to a Class DV license, which allows sale by a restaurant for consumption on the premises by the drink only and has video gaming. Los 3 Burritos proposed the addition of walls between the front and side entrances to create a separate gaming area. Committee preference of wall height conflicted with the state for monitoring purposes. The proposed gaming area would be located within the front of the restaurant. President Pro-Tem Glotz reiterated the preference of gaming located within an enclosed space. Committee consensus was to postpone consideration of the request until the Administration & Legal Committee meeting scheduled June 11, 2019.

A representative from T's Gaming, LLC along with Vanessa Palma of Los 3 Burritos stated a seven foot wall would be constructed specifically for the gaming area and dark tint would be placed on the windows as well as adding saloon doors to the gaming area entrance. Los 3 Burritos will be in communication with the Community Development Department regarding any further requirements. Trustee Glotz stated he had an opportunity to visit the restaurant and proposed gaming area location and there were no visible obstructions.

Motion was made by Trustee Glotz, seconded by Trustee Brennan, to recommend a Class DV license request for Los 3 Burritos be placed on the agenda for the Village Board meeting scheduled June 18, 2019. Vote by voice. Chairman Brady declared the motion carried.

**Item #4 – DISCUSS 2020 CENSUS COMPLETE COUNT COMMITTEE FOR THE VILLAGE OF TINLEY PARK**

- The U.S. Census Bureau requested assistance from the Village to educate residents about the importance of participating in the Census. Staff proposed creation of a Complete Count Committee, which would include a cross-section of representatives from the media as well as educational, business, faith-based and community-based organizations. The Complete Count Committee would serve to motivate the community to respond, educate the public of the importance of the Census to Tinley Park and inform the community of Census timelines and activities to increase the response rate for the 2020 Census. L. Godette, Deputy Village Clerk stated a Complete Count Committee was created for the previous Census. Representatives would be selected and trained for the Committee. Chairman Brady asked the Committee if there were any questions. No one came forward.

The Administration & Legal Committee received a copy of a draft resolution for creation of the Complete Count Committee for review.

Motion was made by Chairman Brady, seconded by Trustee Glotz, to recommend a resolution for creation of a Complete Count Committee be placed on the agenda for the Village Board meeting scheduled June 18, 2019. Vote by voice. Chairman Brady declared the motion carried.

**Item #5 – RECEIVE UPDATE ON TRANSITION OF DUTIES BETWEEN THE CLERK'S OFFICE AND FINANCE**

- In May 2017, the Village completed a Staffing Level Analysis of administrative departments, which was a comprehensive assessment regarding staffing requirements of certain Village Hall functions. The analysis noted in other organizations surveyed the collection duties such as cashiering, balancing cash drawers, collecting bill payments and licensing functions are typically performed within the Treasurer's Office/Finance Department.

Historically, the Clerk has been designated as the Collector in Tinley Park and traditionally the collection-related functions have been performed within the Clerk's Office. However, the Treasurer and Finance Department have played a significant longstanding role in collection functions due to close connection to the accounting and treasury activities. There has been general concurrence with the Staffing Study that the collection functions would be best suited to be realigned within the Finance Department.

Currently, four (4) staff positions within the Clerk's Office dedicate a significant portion of time to collection duties comprising of two (2) full-time clerks, one (1) part-time clerk and one (1) part-time administrative assistant. These staff positions will be reclassified to the Finance Department from the Clerk's Office on June 15, 2019.

The Deputy Clerk, FOIA Coordinator, Clerk II and part-time Committee Secretary will remain under the direction of the Clerk in the Clerk's Office and will continue to be responsible for Clerk duties, which include keeping Village records, maintaining codes and official documents, elections, ethics management, solicitor permits, FOIA requests, census activity, voter registration, etc.

In response to Chairman Brady's question, it was stated a Village ordinance would not be required for the staff department change. D. Niemeyer, Village Manager provided the Committee background information relating to the change in departments. B. Bettenhausen, Village Treasurer stated there have been collaborative discussions and planning within departments to facilitate the staff department change.

Chairman Brady asked the Committee if there were any questions. No one came forward.

**Item #6 – RECEIVE COMMENTS FROM THE PUBLIC** - No comments from the public.

**ADJOURNMENT**

Motion was made by Chairman Brady, seconded by Trustee Brennan, to adjourn this meeting of the Administration & Legal Committee. Vote by voice call. Chairman Brady declared the motion carried and adjourned the meeting at 7:08 p.m.

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