NOTICE OF A SPECIAL MEETING OF THE
ADMINISTRATION & LEGAL COMMITTEE

Notice is hereby given that a special meeting of the Administration & Legal Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 7:15 p.m. on Tuesday, September 19, 2017, 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 REGULAR ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON AUGUST 22, 2017.

3. DISCUSS CLASS B LIQUOR LICENSE FOR IN N OUT LIQUOR, 7101 W. 183RD STREET.

4. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Administration & Legal Committee
August 22, 2017 – 7:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present:	M. Pannitto, Chair M. Mangin, Village Trustee C. Berg, Village Trustee
Members Absent:	None
Other Board Members Present:	None
Staff Present:	D. Niemeyer, Village Manager P. Carr, Interim Assistant Village Manager P. Connelly, Village Attorney T. Woolfalk, Commission Secretary

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Item #1 - The meeting of the Administration and Legal Committee Meeting was called to order at 7:55 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON AUGUST 1, 2017 – Motion was made by Trustee Pannitto, seconded by Trustee Berg, to approve the minutes of the Administration and Legal Committee Meeting held on August 1, 2017. Vote by voice call. Chairman Pannitto declared the motion carried.

Item #3 – DISCUSS HIRING INFORMATION TECHNOLOGY (I.T.) MANAGER - Village Manager Dave Niemeyer provided an overview of expectations about the position of Information Technology Manager was budgeted. The staffing study recommended the position. The Village is significantly understaffed in this area with three (3) employees, compared to an average of 5.25.

There are several reasons for the recommendation as noted in the study:

- It would provide a management position focused exclusively on IT, which would ensue that this function gets the necessary focus to provide a high level of service internally and lead the Village in a more accessible, citizen-friendly approach to digital technology.

- It will provide a dedicated management position able to lead and delegate the management of new software implementation along with maintaining current software and hardware systems.

- It will provide additional staffing to address the service level issues related to responsiveness and timely support which were identified in the internal customer satisfaction survey.

It is suggested that the position be placed under the Assistant Manager's office to guide expected efforts. The IT Manager will work with internal and external stakeholders to develop and encourage innovative best practices in local government administration with the goal of fostering a culture of innovation within the Village of Tinley Park.

A discussion ensued regarding the quality of the individual the Village is looking for and the expected salary. Trustee Mangin stated that he believes the expected salary of $110,000 per year is in the salary range for an experienced IT Manager, he believes this is a critical position to fill. Trustee Pannitto concurs.

Item #4 – DISCUSS ORDINANCE AMENDING THE CONSENT AGENDA - Trustee Pannitto would like to discuss the sections of the code dealing with staff appointments and letters of credit.

Village Attorney Pat Connelly reminds Trustees that the Consent Agendas are their Boards' Consent Agenda and can be set to their liking. The codes were amended to allow items of a routine nature that were unanimously approved by a Committee. Attorney Connelly suggests that the best way to define routine is to define what is not routine. Attorney Connelly reminded the Committee that Board members can pull items off the consent agenda and vote on them separately. He explained letter of credit and noted that these should be monitored in a timely manner. Trustee Mangin noted the checks and balances for letters of credit should be within the Village. After discussion regarding letters of credit the Committee decided to continue to proceed in the same manner as they have in the

A discussion ensued regarding what should be defined as routine. Attorney Connelly stated that for the next Village Board meeting all language will be consistent with current ordinance but the item "appointment of officers" will be removed. The following items will be placed on the Consent Agenda; routine items to be placed on the Consent Agenda that are unanimously approved by a standing committee except for: expenditures of more than $50,000; items related to zoning matters; and items that are approved at a Committee meeting held immediately preceding a Village Board meeting.

Item #5 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT
Motion was made by Trustee Pannitto, seconded by Trustee Mangin, to adjourn this meeting of the Administration & Legal Committee. Vote by voice call. Chairman Pannitto declared the motion carried and adjourned the meeting at 8:18 p.m.

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MEMORANDUM

To: **The Community Development Committee; David Niemeyer**

From: Jacob Vandenberg; Rob Zimmer

Cc:

Date: 9/6/2017

Re: **In N Out Liquor / George's Liquor**

All,

Laith Swaiss, the owner of George's Liquor, located at 7026 W. 183rd Street, has approached the Liquor Commissioner's Office about closing his current location and opening a new liquor store, In N Out Liquor, across the street at 7101 W. 183rd Street.

George's Liquor is currently operating under a Class B license and is willing to give up its current license when the new store, In N Out Liquor, opens. This is not a traditional change of location of a liquor license nor is it a change of ownership because the owner is closing one business and opening another under different articles of incorporation.

In order to open In N Out Liquor there needs to be some construction done at the new location. The owner does not want to begin construction on the new location unless he is sure he will be granted a liquor license at this new location upon completion of the construction.

The owner, Laith Swaiss, would like to continue to operate George's Liquor up until the day before In N Out opens its doors. As a result, this petition is to award a Class B liquor license to In N Out Liquor that will not go into effect until the day after George's Liquor closes its doors.

Once George's Liquor closes and In N Out Liquor opens, the net result for this action will keep the current number of Class B licenses the same. However, the petitioner would like a Class B License to be awarded to In N Out Liquor that wouldn't go into effect until George's Liquor closes. As a result of this, the Liquor Commissioner has asked the Village Board and its committees for their approval.

PAMPHLET
FRONT OF PAMPHLET

ORDINANCE NO. 2017-O-058

AN ORDINANCE TEMPORARILY INCREASING AND THEN DECREASING THE NUMBER OF CLASS "B" LIQUOR LICENSES THAT CAN BE ISSUED BY THE VILLAGE
(In N Out Liquors located at 7101 West 183rd Street)

Published in pamphlet form this day of , 2017, by Order of the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois.

By: _____
KRISTIN A. THIRION
Village Clerk

ORDINANCE NO. 2017-O-058

AN ORDINANCE TEMPORARILY INCREASING AND THEN DECREASING THE NUMBER OF CLASS "B" LIQUOR LICENSES THAT CAN BE ISSUED BY THE VILLAGE
(In N Out Liquors located at 7101 West 183rd Street)

WHEREAS, Section 6(a) of Article VII of the 1970 Constitution of the State of Illinois provides that any municipality which has a population of more than 25,000 is a home rule unit, and the Village of Tinley Park, Cook and Will Counties, Illinois, with a population in excess of 25,000 is, therefore, a home rule unit and, pursuant to the provisions of said Section 6(a) of Article VII, may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to tax and to incur debt; and

WHEREAS, pursuant to Section 112.22 of Chapter 112, Title XI of the Village Code, the Village Board has authorized up to twenty (20) Class B liquor licenses to be issued;

WHEREAS, the Village President and Board of Trustees believe and hereby declare it is in the best interests of the Village to temporarily add one (1) additional Class B liquor license; and

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, as follows:

Section 1: The Preambles hereto are hereby made a part of, and operative provisions of, this Ordinance as fully as if completely repeated at length herein.

Section 2: Pursuant to Section 11.22 of Chapter 112, Title XI of the Village Code, the number of Class B liquor licenses is hereby temporarily increased from

eighteen (18) to nineteen (19) [this temporary increase in the number of Class "B" liquor licenses reflects the availability of an additional Class "B" liquor license available to be issued to In N Out Liquors, located at 7101 West 183 Street]

Section 3: The temporary increase and then decrease of Class "B" liquor licenses are subject to the following conditions:

1. The Village of Tinley Park shall not issue said Class B Liquor License to In N Out Liquors until In N Out Liquors obtains a certificate of occupancy for its address at 7101 W. 183rd Street, Tinley Park, Illinois.
2. Upon receipt of a certificate of occupancy by the Village of Tinley Park, In N Out Liquor's Class B Liquor License will become effective immediately, and George's Liquor's Class B Liquor License will automatically be revoked.
3. Video Gaming is prohibited at In N Out Liquors.

Section 4: Any policy, resolution, or ordinance of the Village of Tinley Park that conflicts with the provisions of this Ordinance shall be and is hereby repealed to the extent of such conflict.

Section 5: That this Ordinance shall be in full force and effect from and after its adoption and approval.

Section 6: The Village Clerk be and hereby is authorized and directed to publish this Ordinance in pamphlet form.

ADOPTED this day of , 2017, by the Corporate Authorities of the Village of Tinley Park on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this day of , 2017, by the President of the Village of Tinley Park.

_____
Village President

ATTEST:

_____
Village Clerk

STATE OF ILLINOIS)
COUNTY OF C O O K) SS
COUNTY OF W I L L)

CLERK'S CERTIFICATE

I, KRISTIN A. THIRION, the duly elected and qualified Village Clerk of the Village of Tinley Park, Cook and Will Counties, Illinois, do hereby certify that attached hereto is a true and correct copy of the Ordinance now on file in my office, entitled:

ORDINANCE NO. 2017-O-058

AN ORDINANCE TEMPORARILY INCREASING AND THEN DECREASING THE NUMBER OF CLASS "B" LIQUOR LICENSES THAT CAN BE ISSUED BY THE VILLAGE
(In N Out Liquors located at 7101 West 183rd Street)

which was adopted by the Board of Trustees of the Village of Tinley Park at a regular meeting held on the day of , 2017, at which meeting a quorum was present, and approved by the President of the Village of Tinley Park on the day of , 2017.

I further certify that the vote on the question of the adoption of the said Ordinance by the Board of Trustees of the Village of Tinley Park was taken by the Ayes and Nays and recorded in the Journal of Proceedings of the Board of Trustees of the Village of Tinley Park, and that the result of said vote was as follows, to-wit:

AYES:

NAYS:

ABSENT:

I do further certify that the original Ordinance, of which the attached is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

_____

Village Clerk

PAMPHLET
BACK OF PAMPHLET

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COMMENTS FROM THE PUBLIC

ADJOURNMENT