

Minutes

Regular Workshop Meeting

Glen Ellyn Village Board of Trustees

Monday, July 20, 2015

Call to Order

Village President Demos called the meeting to order at 7:00 p.m.

Roll Call

Upon roll call by Village Clerk Galvin, Village President Demos and Trustees Clark, Kenwood, Ladesic, O'Shea and Senak answered "Present". Trustee Elliott was excused.

In Attendance: Village Clerk Galvin, Village Manager Franz, Assistant Village Manager Stonitsch, Village Attorney Mathews, Finance Director Coyle, Planning and Development Director Hulseberg, Public Works Director Hansen and Police Chief Norton.

Pledge of Allegiance

President Demos asked Trustee Clark to lead the Pledge of Allegiance.

Audience Participation

Mr. Bradley Barrett, 675 N. Main Street, Glen Ellyn approached the Board to state his opposition to the proposed Opus Development. Mr. Barrett is a 30+ year resident and opposes the project due to the massive added traffic on Main Street, it will be a nightmare to add over 60 cars on Main. The residential access will be on Hillside. The residents will be people who can buy, but chose to rent. These are people who will spend money on parties. Wheaton has development that works since Hale Street and Wesley are one way. Are we ready to make Main Street one way? If not one way adding 300+ cars on Main Street will not work. We will need an underpass at the railroad. We should not be giving this land away. There has not been a study yet that shows this is a cost benefit to the taxpayers.

Mr. Len Swanson, 116 Sunset, Glen Ellyn approached the Board to comment in the proposed Opus Development. Mr. Swanson has been a resident since 1967 and served 5 years on the Zoning Board of Appeals and 11 years on the Plan Commission. Mr. Swanson spoke of amenities that used to be available downtown such as a grocery store and bakery. Glen Ellyn is changing, a lot is missing now. There is always a vocal group opposed to change such as the Montessori School and lighting Memorial Field. There was a proposal for development years ago for parking lot next to Giesche's which the public opposed.

Agenda Item E. -- Marché Liquor License Request: (Economic Development Coordinator Meredith Hannah)

Economic Development Coordinator Meredith Hannah presented information regarding the Marché liquor license request.

Jill Foucre, owner of Marcel's Culinary Experience, is opening Marché in the fall of 2015. Marché is a new kind of experience: an extension continuation of the tailored personal services customers have come to enjoy and expect.

Marché is a specialty food shop that will primarily sell cheese, charcuterie, and other specialty foods. The shop will also sell packaged liquor including wine, craft beer and small batch liquor. During business hours, the shop will accommodate seating for up to six (6) patrons to enjoy cheese and charcuterie boards as well as wine and beer for consumption on premises. Ms. Foucre is requesting a liquor license to accommodate sale of wine and beer for on-site consumption as well as the retail sale of wine, craft beer and small batch liquor.

The Village of Glen Ellyn Liquor Control Ordinance does not have a liquor classification that meets the needs of this new business model. Staff has researched other communities and how they have crafted liquor licenses to accommodate similar businesses. Staff was not able to find an exact match for the business as outlined by Ms. Foucre.

Considering similar licenses' from other communities, information provided by Ms. Foucre and other Glen Ellyn Liquor Licenses Classifications, staff has outlined the following proposed Class P license for the Village Board to consider and discuss for Marché. The regulations outlined in the Class P license are similar to other existing liquor licenses currently established in the Liquor Control Code.

(P) Class P: Class P license shall authorize the retail sale, on the specified premises, of wine, craft beer and small batch liquor in its original package as an adjunct to a principal retail business involving the sales and consumption of cheese, charcuterie, and other specialty food where no more than three hundred (300) square feet of retail floor area is devoted to the sale of alcoholic liquor. A Class P license authorizes the sale of wine and craft beer for consumption on the premises where sold. The issuance of a Class P license shall be expressly subject to the following conditions:

1. The retail sale of wine and craft beer for consumption on premises shall be limited to three (3) glasses or one tasting per customer or patron on the premises.
2. Individual glasses of wine shall be limited to three (3), 6-ounce pours only.
3. Individual glasses of craft beer shall be limited to three (3), 12-ounce pours only.
4. Wine and craft beer tasting shall be limited to five (5) individual pours only.
5. No such license shall be granted or retained for a premises not located in the C5A or C5B zoning districts.
6. No person holding a Class P license issued pursuant to this chapter shall sell or permit to be sold, offered for sale, given away, or delivered, any alcoholic liquor except between the hours of eleven o'clock (11:00) A.M. and ten o'clock (10:00) P.M. Monday through Saturday and twelve o'clock (12:00) noon and five o'clock (5:00) P.M. on Sunday.

Ms. Foucre stated Marche will carry 100-120 types of cheese and other specialty foods along with cheese boards and knives along with packaged wine, beer and small batch liquor. The occupancy is 8. Director of Economic Development Hannah pointed out the hours will be similar to Marcel's.

President Demos remarked he is very comfortable with Ms. Foucre's investment in Glen Ellyn; this type of development may help with bringing the next bakery to downtown. Trustee Clark asked about the liquor license for Marcel's. Ms. Foucre responded that she has two licenses for Marcel's. Trustee Ladesic asked about outdoor seating and restroom requirements. Director Hulseberg responded that outdoor seating does not trigger any restroom requirements. Chief Norton commented that Ms. Foucre has proven to be a responsible liquor license holder.

Ms. Foucre inquired about Item 4. Wine and craft beer tasting shall be limited to five (5) individual pours only, being in synch with Item 1. The retail sale of wine and craft beer for consumption on premises shall be limited to three (3) glasses or one tasting per customer or patron on the premises. Chief Norton asked if this would apply to distilled spirits, Ms. Foucre responded this would only be for beer and wine, with regards to tastings. Trustees Ladesic, Kenwood, O'Shea and President Demos were in agreement that this was acceptable. President Demos added that this would be reviewed if there were any issues.

Trustee Senak stated he is confident in Ms. Foucre's ability; it is subsequent applicants that may be of concern. Chief Norton responded that municipalities have great control with liquor licenses and regulations: they can just say no. Trustee O'Shea stated if we have a concern we do not have to issue the license. Trustee Ladesic added if a license is abused we can take it away.

Trustee O'Shea asked about private parties. Attorney Mathews responded that private parties are not subject to this license. Ms. Foucre responded they enforce the same license rules at Marcel's when they host a private party.

Ms. Foucre asked if the Sunday start time could be changed to 10:00 a.m. to accommodate brunch. Trustees Clark, Kenwood, Ladesic, O'Shea, Senak and President Demos were all comfortable with moving forward on this special class of license.

Agenda Item F. - Proposed Updates to Purchasing Policy: (Finance Director Christina Coyle)

Finance Director Christina Coyle led the review of proposed updates to the Purchasing Policy.

The Village's purchasing policy was last updated in September 2013. As a matter of best practice, it is recommended to review and revise such policies. The Village President and Village Board have also expressed the desire to review and update the purchasing policy to ensure compliance with state statutes as well as consistency with the Village Code.

Notable Items

Purchasing Cards: This section was reorganized to highlight various subsections such as issuance of purchasing cards, use of purchasing cards, and submission of the monthly statement/expense report. The

requirement was added for the department head to review and approve the purchasing card statements of his or her employees. Lastly, besides requiring a specific description of the purchase, all purchases of meals must highlight the benefiting individual or group.

Professional Service Contracts: Requirements specific to professional service contracts were added, including when competitive requests for proposals should be utilized. Also, a requirement was added that all professional service requests for proposals should contain a request for a proposed total fixed price for the contract work.

Competitive Bidding: The section on competitive bidding was reorganized. A specific requirement on the installation of equipment was added requiring consideration be given to separate requesting bids for the product versus installation. This section also provides for a review of the invitation for bids by the Village Attorney.

Local Preference: As part of the purchasing policy, it is required to obtain three quotes for purchases over \$1,000 when it is practical to do so. The proposed policy adds that every effort should be made to solicit one of the three quotes from a business located within the Glen Ellyn corporate boundaries.

Change Orders: Language was added to restrict the Village Manager's ability to approve change orders only to the amount within the contract contingency or total contract price.

Review Procedures for Vouchers: The former policy included the review procedures; however, they were not centralized in one location in the policy. This revision proposes centralizing the voucher review procedures into one area of the policy.

Based upon the feedback received from the Village Board at the workshop, it may be necessary to update the Village code accordingly. If that step is necessary, those updates will be brought to a Village Board meeting.

Staff is also working towards future improvements in the automation of the accounts payable process. In November 2015, the Village will be upgrading its financial software to a newer version. This version will have a purchasing card module which could assist in automating the purchasing card process. A test version of this upgraded module is in process of being deployed onto Village computers. Once staff is able to test the capabilities of this module, staff can determine if it will meet our needs for purchase card automation. For budget year 2016, staff anticipates budgeting dollars to automate the accounts payable workflow.

Trustee Ladesic stated that he likes the local preference and suggested expanding the local boundaries. Manager Franz responded if the boundaries are expanded outside of Glen Ellyn they are not receiving sales tax revenue. President Demos responded that residents cannot be asked to bid due to the Ethics Ordinance.

Trustee Kenwood commented that when he reviewed the vouchers the Police Department is very detailed and would like to see the same detail with other departments.

Trustee Senak remarked it should be easier to monitor and measure vendor performance. He suggested building a database and might consider a preference for green alternatives. This may make Glen Ellyn a better place for people to relocate to.

Trustee O'Shea stated that he does not like the process for purchasing cards at all. Employee expense report software should be considered. Director Coyle responded that an upcoming MUNIS upgrade will include a credit card module.

Trustee Ladesic expressed his dislike for employee stipends and would like to see an allowance provided. Trustee O'Shea agreed. President Demos suggested suggestions be forwarded to Director Coyle ASAP and that an additional Workshop may be needed prior to adopting.

Adjournment:

At 7:57 p.m. a motion was made by Trustee Kenwood and seconded by Trustee Clark to adjourn to Executive Session for the purposes of setting the price for sale or lease of property, and discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees, without returning to open session thereafter.

Upon roll call, Trustees Clark, Kenwood, Ladesic, O'Shea and Senak voted "Aye."

Motion carried.

Respectfully submitted,

Catherine Galvin,
Village Clerk