

VILLAGE OF DOWNERS GROVE  
HUMAN SERVICE COMMISSION MEETING

AUGUST 4, 2010, 6:30 P.M.

Chairman Jacaway called the August 4, 2010 meeting of the Human Service Commission to order at 6:30 p.m. and asked for a roll call:

**PRESENT:** Chairman Jacaway, Ms. Carroll, Ms. Drews, Mr. Meaney, Mr. Melton, Mr. Rogers, and Ms. Walaszek

**ABSENT:** Ms. Johnson

**STAFF**

**PRESENT:** Jeff O'Brien, Village Planning Manager and Stan Popovich, Village Planner

**VISITORS:** H.D. Mitchell, Curtiss Condo One Association, 1132 Curtiss Street and John Kloos, Curtiss Condo One Association, 1132 Curtiss Street

Chairman Jacaway welcomed the Commission and mentioned that it had been some time since the Commission had met and that there were some new and old members on the board.

Chairman Jacaway felt it would be appropriate for each Commission member to introduce themselves to the group. Chairman Jacaway introduced himself and each commission member followed with their own introduction.

Mr. Popovich explained that Ms. Johnson's term is expiring at the end of this month and that she did not wish to continue with her service on the board. The Village Council will be filling the vacant position soon. Additionally, Mr. Melton's and Ms. Walaszek terms are expiring and have expressed a desire to continue their service. Staff is speaking with the Council to determine if Mr. Melton's term can be extended due to the lack of Commission meetings over the past year.

Chairman Jacaway explained that the new Council liaison is Commissioner Barnett. Chairman Jacaway noted that former staff liaison Andy Matejcek has moved on and that Mr. Popovich is the new staff liaison. Chairman Jacaway noted there were no minutes to approve.

Mr. Popovich reviewed the agenda for the meeting and began the discussion regarding Total Community Development 3 (TCD3). Mr. Popovich reviewed the goals of TCD3, the multiple resident input opportunities, and the results of the community input, which resulted in eight themes, 34 objectives and 186 implementation actions. Mr. Popovich reviewed the previous results from TCD 1 and 2. He noted in TCD3 that there was no overwhelming singular theme. This is evident in communities across the nation as they mature.

There was a common thread that arose throughout all the TCD3 discussions. The common thread was for a responsive and accountable local government with better communication, cooperation and coordination and maintain, and to enhance or improve the quality of life in the

Village. This became the principal recommendation: The development of a better model for communication, cooperation and communication. Mr. Popovich explained the Village can provide information to its residents, but may lack the mechanisms for residents to voice their opinions to the Village. The principal recommendation calls for a better two-way communication model between the Village and its residents.

Mr. Popovich explained the role of the Commission in examining the principal TCD3 recommendation. The neighborhood organization model suggested by the TCD3 consultant was reviewed. Mr. Popovich noted other models could exist and can be examined by this Commission. Mr. Popovich reviewed the questions in front of the board and the anticipated process and schedule. If the Commission wishes to add something to the schedule or review other neighborhood organization concepts, it may be possible to modify the schedule.

Ms. Walaszek inquired how the Commission will know if they are staying focused on the Council's direction for the Commission. Mr. Popovich stated discussions will take place between staff, the Village Manager and the Council to ensure the Commission is staying focused.

Mr. Meaney inquired about the Council's strategic planning discussion on communication. Mr. Popovich noted he was not aware of what exactly those discussions would entail but would provide information related to the Council's discussion at the next Commission meeting.

Mr. Rogers inquired about current resident communication opportunities. It was noted residents have the ability to contact staff through phone calls, the Community Response Center (CRC), emails, Board and Commission meetings and Council meetings. Mr. Popovich noted the neighborhood organization model would look at items from a broader perspective rather than a specific issue item such as a clogged storm drain.

It was noted the CRC is administered by the Village's Communication Department. The CRC will forward any specific items to the necessary departments. All CRC items are logged and tracked.

Mr. Rogers noted the existing Village communication tools (website, TV, emails, water bills, newsletters, etc.) and asked how much more could the Village really communicate. There is an understanding the Village has many vehicles to communicate to the residents, but do the residents have many vehicles to communicate to the Village. Mr. Rogers noted major projects are talked about in many different forums and are communicated to the residents through many avenues. If the Commission thinks the existing communication is working adequately, then the Commission could recommend that changes are not necessary and that neighborhood organizations are not needed.

Chairman Jacaway believed it is a two-prong question in front of the Commission. The first question is to make an assessment of what the Village currently has and the second question is whether the creation of neighborhood units is a viable idea. Chairman Jacaway noted the potential development of neighborhood organizations could assist the Village in having a point person for a neighborhood. He noted the other communities in the packet that were currently using neighborhood organizations. Chairman Jacaway encouraged the Commission to bring

their own ideas about these organizations or other models to the meetings to discuss.

Ms. Walaszek noted it was important to discuss what information is communicated to the neighborhood organizations. Chairman Jacaway noted in the past the HSC developed questions for the TCD3 process about the potential for neighborhood organizations to notify the community in the event of a natural catastrophe for safety purposes.

Mr. Meaney thought about the questions in terms of the information flow from the resident's perspective. Mr. Meaney wondered if it was necessary that the neighborhood organizations are geographically based. Business groups, such as the Chamber of Commerce, are interest based without regard to specific geography. He noted the potential for a condominium group or a seniors group. Mr. Meaney noted all the resident communication to the Village is individual based and felt that the neighborhood organization model was to provide a cohesive group voice. Mr. Meaney noted the potential for a community of common interest group that is not necessarily geographically based.

A discussion ensued on whether the Commission should develop list of groups that could form an organization. It was noted that the Commission would not be forming these groups, just offering a recommendation on what types of groups could be formed. A concern with regard to financial or legal implications of these groups was raised. It was noted that the TCD3 report is the voice of the community and covers the community at large.

Ms. Walaszek noted the development of a group list would skip over the first two questions with regard to communication. The Commission felt it might be jumping ahead in developing these groups. Chairman Jacaway noted the TCD3 recommendation is really the consultant's recommendation and the Council wants the HSC to determine if the recommendation is valid, and if so, the Commission should explore it and give its feedback to the Council.

Mr. Meaney noted the Village could have a great communication model to disseminate information but this exercise for the HSC is coming from the other side to develop communication from the residents to the Village. It could be an enabling type of system for citizens. Mr. Rogers noted it was not the Commission's role to form the organizations but to recognize the need for these groups. Mr. Popovich noted the Commission is trying to define if it is feasible to have neighborhood organizations but the Village is not going to go out and form the organization. The residents would have to form the organization themselves. Ms. Drews was focusing on the neighborhood groups and was concerned about the proliferation of non-geographic groups and where the line is drawn.

Ms. Walaszek wanted the Commission to remember there are two questions that need to be answered first before the Commission gets into the set-up of a neighborhood organization. She felt it was important to look at the communication models and how residents wish to communicate with the Village. The TCD3 recommendation and report have been accepted by the Village Council and the Council wants the HSC to examine the recommendation more in-depth.

Mr. Popovich noted staff wanted to provide the Commission with an understanding of the

existing communication models the Village has and how residents currently communicate with the Village currently. After this baseline is established, then the Commission can delve into whether there could be improvements, such as a neighborhood organization model. It was important that the flow of information from the Village and the flow of information from the residents meet in the middle and complement one another.

Ms. Carroll requested staff provide information regarding the communication functions of the Park District and School Boards prior to the next meeting. Per a question, Mr. Popovich noted that the discussions from the meetings would be discussed with the Village Manager's office to ensure the Commission is focused and on task. Chairman Jacaway was concerned with the time dedicated to non-geographic organizations. Mr. Popovich noted the Commission did not need to define the non-geographic based organizations, but a general statement from the Commission that non-geographic groups should be considered can be forwarded to the Council along with any other recommendation the Commission develops.

Mr. Popovich noted the Commission should think about how residents would like to communicate with the Village. Are there tools other communities use to garner resident input that Downers Grove could use.

Chairman Jacaway opened the public comment portion of the meeting.

H.D. Mitchell, Curtiss Condo One Association, 1132 Curtiss Street, expressed his appreciation for the Commission's discussion tonight. He requested the condominium groups be included in the neighborhood organizational model. The purpose would be to strengthen this segment of the Village by doing three things: 1) increasing communication and cooperation; 2) providing opportunities for education around topics unique to condominium living; and 3) giving condominiums a voice. The condominium network would be a virtual neighborhood of common interests and needs. He felt non-geographically oriented organizations could work in unison with geographically oriented organizations. Mr. Mitchell felt a condominium organization would represent a growing and significant segment of the Village. He noted Oak Park has established a condominium network. He suggested education topics for condominium owners and organizations that undertake these education opportunities.

Mr. Rogers asked why the Village would need to help the condominium owners form this group. Mr. Mitchell noted the isolation of the condominiums and that they do not have access to information regarding other groups. Mr. Mitchell noted the current condominium voice is not a group voice.

John Kloos, Curtiss Condo One Association, 1132 Curtiss Street, noted the priority on page 11 of the TCD3 report regarding the Village attending homeowner association meetings. He felt a neighborhood organization model could assist in meeting that priority item.

There being no other comments, public comment was closed.

Mr. Popovich noted staff would send out the next information packet about a week ahead of the next meeting. The homework assignment for the Commission was for the members to

brainstorm about how residents would like to communicate with the Village. Mr. Popovich noted the HSC meetings would be held the first Wednesday of the month at 6:30 in the Committee Room. Mr. Popovich reviewed the Open Meeting Act regulations as it relates to email correspondence.

**MR. ROGERS MOVED TO ADJOURN THE MEETING. MR. MEANEY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

**THE MEETING WAS ADJOURNED AT 8:00 P.M.**

/s/ Stan Popovich  
Stan Popovich  
(As transcribed by MP-3 audio)

VILLAGE OF DOWNERS GROVE  
HUMAN SERVICE COMMISSION MEETING

SEPTEMBER 1, 2010, 6:30 P.M.

Chairman Jacaway called the September 1, 2010 meeting of the Human Service Commission to order at 6:40 p.m. and asked for a roll call:

**PRESENT:** Chairman Jacaway, Mr. Meaney, Mr. Melton, and Mr. Rogers

**ABSENT:** Ms. Carroll, Ms. Drews, and Ms. Walaszek

**STAFF**

**PRESENT:** Stan Popovich, Village Planner and Doug Kozlowski, Village Communications Director

**VISITORS:** None

Chairman Jacaway noted one typo on page 2 of the August meeting minutes. The revised minutes will be reviewed by the Commission at the October meeting.

Mr. Popovich reviewed the agenda for the evening which consists primarily of reviewing the communications models of the Village, Park District, School District 58 and School District 99. Mr. Popovich reviewed the Park District, District 58 and District 99 communication models as noted within the packet. He provided a general overview of the Village's communication methods. Mr. Popovich noted the Village's website is very interactive, so many Village staff members provide specific updates onto the website. Additionally, the Village has one employee dedicated to the website.

Mr. Kozlowski noted the Communication Department consists of five full-time equivalent people within of three divisions, cable television, print, and communications/community response center. Mr. Kozlowski provided a handout that describes the Village's communication models.

Mr. Kozlowski provided an overview of the number of people the Village reaches. The weekly E-newsletter includes 2,255 subscribers. The Hometown Times quarterly publication reaches approximately 25,000 households. DGTV6 reaches 9,600 subscribers within the basic cable package on Comcast. The number of subscribers on the new AT&T U-Verse is an unknown because the Village does not receive AT&T reports on their subscriber list or the number of people they are serving because they are under a State franchise agreement instead of a Village franchise agreement. DGTV6 is provided on Channel 99 on AT&T U-Verse with other community's public television.

The website receives an average of 830 daily hits. The Village Corner appears weekly in the *Downers Grove Reporter*, which has a circulation of between 15,000 and 16,000. Residents can subscribe to the newspaper or else the newspaper is provided to residents on the person's driveway. *The Reporter* changes the areas where the paper is delivered on a regular basis. The Village has 486 followers on Twitter and that number has stayed relatively stagnant recently. The Village has looked at who subscribes to the Twitter account.

Chairman Jacaway asked about the extent of AT&T U-Verse. AT&T has permits for the entire community, but the Village is not sure when they activate different areas of town because AT&T does not have to provide that information to the Village. Comcast has a Village franchise agreement that requires them to provide service to the residential areas of the Village. Comcast provides DGTv6 with a channel. AT&T is required to provide channel access for public television.

Mr. Melton asked how the Twitter account is advertised. Mr. Kozlowski noted the Twitter account is advertised in the Village Corner, the Chamber of Commerce publications, and other publications. The Village would like to increase their subscriber base for both the Twitter and e-news methods.

Mr. Kozlowski noted the e-news provider is very cost beneficial. The E-newsletters also includes individual construction project updates that are sent to people that subscribe to that specific construction project. This is available to anyone who is near the construction project.

Mr. Meaney inquired if e-news could segment portions of town for specific information. Mr. Kozlowski noted the e-news service is unable to segment, but with the Community Wide Notification Systems (CWNS) that is possible. The CWNS uses telephone, email, and text messaging to get information out to people who sign up. The CWNS provider updates their database of telephone numbers monthly. The database has around 18,000 primary records. Residents can have up to five places, emails or phone numbers, where they could receive alerts but it is up to them to sign up for this.

Mr. Meaney asked if an area of the Village, such as a neighborhood organization, could be segmented to receive specific information. Mr. Kozlowski noted they can segment the CWNS. The CWNS has a geomapping tool the Village uses to focus phone calls to specific neighborhoods or parcels. Mr. Kozlowski noted the Village used this tool to inform residents near construction projects that were affected by the recent labor strike. The Village is provided statistics regarding the number of phones that answered and those that did not.

The Village's main number comes up on the caller ID so the Village experiences a spike in the number of calls received after a notice is sent out. The majority of people ask 'why is the Village calling me.' The Village is looking at potentially creating a separate number to provide a voice mail stating why the Village called.

Mr. Kozlowski noted the Village has had good success with two-way communication when people register their emails for specific topics, such as the long range financial plan or the solid

waste contract. Mr. Kozlowski noted it was very gratifying to get that level of feedback with the email sign-up.

Mr. Popovich reviewed the common types of communication that the majority of the local governments use. He asked the Commission if there were ways the Village could collaborate with other governmental agencies. Are these the best ways the Village can communicate or are there other ways the Village should communicate?

Chairman Jacaway asked if there was a Village wish list for any new methods of communication? Mr. Kozlowski noted the possibility of more coordination with the high school radio station or available AM/FM bandwidth that could be used. Additionally, the CWNS (Blackboard Connect) contract is expiring next year, so the Village may be exploring other options for the CWNS because the current system was paid for through a settlement. Different programs limit the number of calls the Village could make or did not have the tools the Blackboard Connect system has. Mr. Kozlowski noted he likes the flexibility in the Blackboard Connect system.

He noted the Village will be launching a new look to the website soon that will have the ability to host video. The video will be right on the front page of the website. He would like to see more video related to the top stories on the website.

Mr. Kozlowski believes the Village has the capacity to reach people, he just wishes more people would sign up. Mr. Rogers noted he could not believe all the vehicles the Village has to communicate but that people have to take it upon themselves to sign up.

Mr. Kozlowski noted the Village established a Facebook presence due to the Heritage Fest issues that arose, but the Village has pulled back because the Village is working on solidifying their social networking policy. It was noted the Park District and Library have active Facebook accounts but the school districts and the Village do not. Mr. Melton noted Facebook could be an effective two-way communication model to elicit comments.

Mr. Kozlowski mentioned he was working with Mr. Meaney on developing some focus groups that came out of a strategic planning item that wanted the Village to improve their communication about the CIP (Capital Infrastructure Project). How can the Village improve our communication with people that have a project underway on their street? What do the residents want out of those communications? Mr. Meaney is assisting in finding people to participate and developing questions for the focus groups.

Mr. Meaney noted the Coalition for Managed Redevelopment came out of a virtual neighborhood group. The Coalition meets with Village staff on a quarterly basis to discuss development in the community.

Mr. Meaney took away from the previous discussions that communication from the government to the residents more than adequately serves the residents if they choose to be served. With regard to citizens to the government communication, in each case all the feedback is by individuals. There seems to be no organized way a group of citizens come together to discuss

the idea and approach the governmental body with their thought-out opinion. Mr. Popovich noted there are neighbors that will form together with regard to a polarizing topic and speak to Council as a group.

Mr. Popovich spoke to a representative of four towns that use the neighborhood organization models. Originally, the Knoxville, Tennessee program was run by a not-for-profit group but the city took the program over three to four years ago. Overland Park, Kansas, a suburb of Kansas City, formed neighborhood groups in the northern part of town because those areas were starting to deteriorate. The southern part of town, the newer part, is primarily Homeowner Associations. The Denver, Colorado groups were resident-formed primarily from singular issues. The Dublin, Ohio groups are all Homeowner Associations or older Civic Associations. Dublin does not provide as much support as the other three communities.

Mr. Popovich handed out a homework assignment and a list of questions that the Commission should answer so the Commission can have a discussion at the next meeting. Mr. Popovich noted the Commission should disregard topics in the materials related to developing not-for-profits. Mr. Meaney noted the development of a not-for-profit might benefit the group if they wish to collect donations. Mr. Popovich noted the majority of the groups are volunteer based, so there are no fees or dues.

Mr. Meaney noted there is a lot of pro-active work from the city to set the programs up, set boundaries, etc. Mr. Meaney wondered if the city could create the ability for the condominium association to form. Mr. Popovich noted if there were an existing Homeowner's Association, they could join without having to form a separate group. Mr. Popovich noted the focus should be on neighborhood groups, not necessarily issue-based groups. The TCD3 recommendation is based on neighborhood groups more so than special interest groups. Nothing is precluding an interest-based group from forming. Mr. Popovich noted that in the four examples provided to the Commission, none includes citywide groups or special interest groups.

Mr. Meaney noted that some issue-based groups form over one issue then fade, but he is thinking more of a condominium group that would form based on not just a single issue. Mr. Meaney believes there are virtual neighborhoods and does not feel that we have to exclude those groups with common interests that are geographically dispersed.

Mr. Popovich noted that Community Development Director Dabareiner and Village Manager Fieldman stated the focus should be on the TCD3 recommendation of geographic neighborhood based groups. Mr. Popovich noted special interest groups have a way to communicate with the Village. The TCD3 recommendation is with geographic based organizations. Where would the Village draw the line with special interest groups?

Chairman Jacaway noted the mandate from Council within the August staff memorandum was the exploration of the geographic organizations. He noted Council had questions about the geographic organizations. Mr. Meaney does not think it precludes the involvement of non-geographic based organizations. Mr. Meaney thinks alongside geographic based groups, the Commission should be open to non-geographic organizations. Mr. Meaney mentioned the business community has Downtown Management and the Chamber of Commerce to address

their issues. Mr. Meaney would prefer the Commission look at both the geographic based and non-geographic based organizations.

Mr. Popovich reiterated his conversations with Mr. Dabareiner and Mr. Fieldman that the focus of the group should be the TCD3 recommendation and the geographic based organizations. Mr. Popovich noted the Chamber is community wide and they already have a point person to speak with in the Village. Mr. Popovich noted the Village does not have to create the boundaries, that they could be left up to the residents but that the focus needs to be primarily on geographic based neighborhood organizations.

Mr. Meaney asked if Mr. Dabareiner or Mr. Fieldman would be available to attend the next meeting. Mr. Popovich noted he would ask. Mr. Meaney felt that geographic based groups are not the only way to view this issue. Mr. Popovich noted a primary concern with resident groups and non-profits are leadership and sustainability.

Chairman Jacaway noted any Commission members could contact Mr. Dabareiner or Mr. Fieldman separately off-line to discuss this. He did not feel that we were going to close discussions on non-geographic issue but the timeframe in front of the Commission is to expedite the geographic organizations and not be bogged down with the non-geographic issues. Mr. Popovich reiterated the TCD3 recommendation was a geographic focus and neighborhood-based focus as opposed to a community-wide focus. He noted the TCD3 recommendation focused more on topics that would be issues for a neighborhood-based group, something within a neighborhood, not necessarily a topic that would affect seniors throughout the community. Chairman Jacaway noted it is more related to planning and zoning.

Mr. Meaney noted he talked to Commissioner Schnell who encouraged the group to think outside the box about this whole concept. In addition to the base concept, he thinks it is important to think outside the box. He noted a conversation with Commissioner Waldack who hears regularly that Downers Grove citizens and groups are very vocal. They form over common interests and are very active.

Mr. Meaney asked several people how they would like to communicate with the Village. He noted several people wanted to know whom they should call, while a couple people expressed they would like to communicate in a way with the Village where the Village listens. If there is a neighborhood group that comes forward to speak to Council, that type of situation offers more opportunity for fore-thought by the group to form an opinion. Mr. Meaney understands the focus and the time constraints but also anticipates hearing from Mr. Mitchell regarding the condominium organizations.

Mr. Rogers noted they could not ignore the non-geographic based groups. He agrees the clear charter is geographic based, but the idea of a virtual neighborhood is important as well. Maybe the geographic and virtual neighborhoods are separate. Mr. Popovich noted the TCD3 recommendation is more neighborhood based with specific zoning or planning improvements. He noted a rezoning in the neighborhood is more geographic based and could affect all neighbors in the vicinity, but would not be applicable to the virtual senior citizen group, even though one of their members lives in the neighborhood.

Mr. Rogers thinks that there is validity to the virtual neighborhoods, but understands needing to start with the geographic based organizations. Maybe the recommendation is to request further discussion with virtual neighborhoods. Mr. Popovich noted Mr. Mitchell coming forward with specific condominium issues are valid, but they are indeed part of a neighborhood, the surrounding single-family neighborhood. The Village does not need to force people to join the group and the condominium association could be valid. Mr. Popovich asked if the condominium issues downtown are the same as the condominium issues near Highland Avenue and 31<sup>st</sup> Street. Some issues are strictly geographic based.

Mr. Meaney noted everyone has different issues and can belong to many groups and that there is nothing wrong with that. He noted you could be a part of a condominium group and still be part of the geographic-based groups. Mr. Meaney feels he is getting two messages, one thinking outside the box with the other keeping the discussion in a structured, geographic based organization.

Mr. Melton noted the geographic groups and virtual groups could end up using the same methods to communicate with the Village. Mr. Meaney noted the Coalition for Managed Redevelopment meets quarterly with staff to discuss various issues. He noted virtual and geographic groups could create efficiencies for Village communications.

Mr. Popovich noted the next meeting would discuss the materials that were handed out. Chairman Jacaway noted he would like the input from the Commission members that are not at the meeting tonight.

Chairman Jacaway noted there were no visitors in attendance so no public comments were received.

**MR. ROGERS MOVED TO ADJOURN THE MEETING. MR. MEANEY SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

**THE MEETING WAS ADJOURNED AT 8:25 P.M.**

/s/ Stan Popovich  
Stan Popovich  
(As transcribed by MP-3 audio)

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
OCTOBER 27, 2010**

**MINUTES**

**ROLL CALL**

President DiCola called the meeting to order in the Library Meeting Room at 7:35 p.m. Trustees present: Eblen, Greene, Loftus, Read, DiCola. Trustees absent: Humphreys. Also present: Library Director Bowen, Assistant Director Carlson. Visitors: none.

**APPROVAL OF MINUTES**

Trustees reviewed the minutes of the regular meeting of October 13, 2010. It was moved by Eblen and seconded by Loftus **THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 13, 2010 BE APPROVED AS AMENDED.** Ayes: Eblen, Greene, Loftus, DiCola. Abstentions: Read. Nays: none. Motion carried.

**PAYMENT OF INVOICES**

Trustees reviewed the list of invoices submitted for payment. It was moved by Read and seconded by Greene **TO APPROVE PAYMENT OF OPERATING INVOICES FOR OCTOBER 27, 2010 TOTALING \$57,315.38.** Ayes: Eblen, Greene, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

## **REPORT FROM THE ADMINISTRATION**

Bowen was pleased to report that some funds have been released to Illinois Library Systems. The state is disbursing two payments to MLS totaling about \$580,000. This is about half of the funds that were outstanding from last fiscal year. It should get MLS through the winter, and they hope that the remainder of the 2010 funds and possibly even some funds from the current year will be released to let them continue to operate after that. If additional funds are not released, MLS will begin an orderly shutdown of all remaining system service in February 2011.

Downers Grove was part of a statewide application for a U.S. Department of Commerce Broadband Technology Opportunities Program (BTOP) grant earlier this year. The library request was for funds to establish a computer training lab. Application was organized by the Illinois State Library and Illinois Department of Commerce and Economic Opportunity (DCEO). The library did not receive the federal grant; however, Bowen was just informed that the State Library did receive a \$1 million grant from DCEO to enhance broadband access in public computer centers at libraries across Illinois. The 92 libraries that were part of the BTOP application are eligible to receive part of this new grant. The \$1 million grant is intended to provide equipment, training, and services for broadband-delivered education, employment, and reading services to the unemployed, children, seniors, minorities, person with disabilities, and others. DCEO will now determine which of the 92 libraries will receive funding, based on their original BTOP applications, and how much it will be. ISL will announce grant recipients at a later date. The original grant was for more than \$4 million, so it will be interesting to see how this new grant is distributed. But at this time, the library is still in the running for funds for a computer lab.

The monthly statistics for September were distributed. Circulation continues to increase, up 1.4% YTD, and the visitor count for this September is 16.7% higher than it was for the same month in 2009. Reference database usage is up 17% YTD. The monthly count for September, however, is quite a bit lower than the number for September 2009. Negotiations with reference database vendors resulted in a number of databases being dropped and new ones added by the ResearchPro consortium of libraries; some of the new databases are actually preferred by staff. The change of databases could mean that statistics are being counted differently by the new database vendors, or that patrons are adjusting to the new databases and usage will increase as they become familiar with these new resources.

## **TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION**

Trustee Eblen asked about the expansion joint on the second floor. Carlson reported that R. Berti verbally estimated \$12,000.00 for work to be done over a period of three nights when the library is closed. Carlson asked for a quote for the work to be done during regular daytime hours, and just received a quote for \$8,600.00 for the work to be done when the library is closed. She will talk with R. Berti again about doing the work during daytime hours for less.

## **ADJOURNMENT**

The meeting was adjourned at 8:16 p.m.

**SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
OCTOBER 27, 2010**

**MINUTES**

**ROLL CALL**

President DiCola called the meeting to order in the Library Meeting Room at 8:16 p.m. Trustees present: Eblen, Green, Loftus, Read, DiCola. Trustees absent: Humphreys.

**INTERVIEW WITH A CANDIDATE FOR CONSULTING ON THE LIBRARY  
DIRECTOR SEARCH**

Dan Bradbury of Bradbury Associates/Gossage Sager Associates was forced to cancel his interview at the last minute because he was stranded in an airport in New York state due to the windy weather conditions in the midwest. The interview was rescheduled for November 1, 2010. Trustees discussed the selection process. No Board actions were taken.

**ADJOURNMENT**

The Special Meeting was adjourned at 8:50 p.m.

**SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY  
NOVEMBER 1, 2010**

**MINUTES**

**ROLL CALL**

President DiCola called the meeting to order in the Children's Program Room at 6:00 p.m. Trustees present: Eblen, Green, Loftus, Read, DiCola. Trustees absent: Humphreys. Also present: Library Director Bowen.

**INTERVIEW WITH CANDIDATES FOR CONSULTING ON THE LIBRARY  
DIRECTOR SEARCH**

The Board conducted an on line interview with Dan and JoBeth Bradbury of Bradbury Associates/Gossage Sager Associates in Kansas City Missouri. The second interview was with Mary Jane Kepner and Sarah Hampson of Kepner Associates, located in LaGrange. Following the interviews the Trustees discussed the proposals by the two firms. No Board actions were taken.

**ADJOURNMENT**

The Special Meeting was adjourned at 8:45 p.m.

**DOWNERS GROVE LIQUOR COMMISSION  
VILLAGE HALL COUNCIL CHAMBERS  
801 BURLINGTON AVENUE**

Thursday, October 7, 2010

**I. CALL TO ORDER**

Chairman McInerney called the October 7, 2010 Liquor Commission meeting to order at 6:33 p.m.

**II. ROLL CALL**

**PRESENT:** Mr. Adank, Mr. Clary, Ms. Fregeau, Ms. King, Ms. Strelau, Chairman McInerney

**ABSENT:** Mr. Krusenoski

**STAFF:** Liaison to the Liquor Commission Carol Kuchynka, Village Attorney Enza Petrarca

**OTHERS:** Alex Gatziolis, Alessandro Rizotti, Donna Milosevich-Rizzotti, Pam Kellam, Paul Giagnorio, Linda Kunze, Court Reporter

**III. APPROVAL OF MINUTES**

Chairman McInerney asked for approval of the minutes September 9, 2010 Liquor Commission meeting and asked members if there were any corrections, changes or additions.

Ms. Fregeau referred to Page 15 of the minutes. She asked if Chairman McInerney meant that the processing of creating a license can take time as the Liquor Commission *and the Village Council* need to discuss whether or not an establishment is right for the Village. She believed he made reference to both groups. The group concurred.

Ms. Fregeau referred to Page 8 of the minutes. She stated that Carol advised that off-premise selling hours were changed from noon to 9 a.m. a few years back. She asked if the amendment was adopted a few months back. Ms. Kuchynka stated that the amendment was adopted in February of 2009.

Hearing no other changes, corrections or additions, the September 9, 2010 minutes of the Liquor Commission meeting were approved.

Chairman McInerney reminded those present that this evening's meeting was being recorded on Village-owned equipment. Staff was present to keep minutes for the record and a court reporter was present taking the minutes verbatim.

**IV. CHANGE IN OPERATION**

Chairman McInerney made the following statements:

“Section 3-19 of the Liquor Code provides that the Local Liquor Commissioner may forward requests for a change in the type and focus of the theme, concept or advertising for a licensed business to the Liquor Commission for consideration.”

“We may, at the end of such discussion, make a finding or recommendation with respect to the proposed changes and summarize our findings to the Liquor Commissioner.”

“The licensee may continue to conduct its business and operations in the manner approved at the time the license was initially granted until approval of such changes are acted on by the Local Liquor Commissioner. If approval of the proposed changes is granted, the licensee may proceed to implement such changes in accordance with the approval granted, and subject to any conditions which may be established as part of such approval. If approval is denied, licensee shall continue to operate its business in the manner approved at the time the license was initially granted.”

**Riprocks, Inc. d/b/a Finley's Grill Room - 3131 Finley Road**

Chairman McInerney stated that the first order of business was a request for change in operation concerning Riprocks, Inc. d/b/a Finley's Grill Room located at 3131 Finley Road. He stated that the applicant currently holds a Class “R-1”, full alcohol, on-premise consumption liquor license and a Class “O”, full alcohol, outdoor liquor license.

Chairman McInerney asked that any individual(s) representing the applicant step forward and be seated. He asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Mr. Alex Gatziolis was sworn in by the court reporter. Mr. Gatziolis introduced himself as part owner of Finley's Grill Room.

Chairman McInerney asked the licensee to present his case.

Mr. Gatziolis explained that they were looking to reconcept the current business. He stated that the restaurant has an upscale environment that patrons visit for special occasions 2-3 times a year. He hoped to make the environment more casual so that their clientele will visit the establishment more frequently.

Mr. Gatziolis explained that they remodeled in 2004 and made the establishment upscale. He noted that they opened serving \$28 steaks and a-la-carte add ons. He stated they have since downsized portions, lowered prices and added vegetables and potatoes to the meal instead of offering a-la-carte items. He stated that the economy has scared away customers and noted that there is a big difference in the way people spend money now than they did in 2004.

Mr. Gatziolis said he would like to re-name the establishment to “Rockwood Tap House” and change the menu to be more casual. He stated that they will retain their 200 seat banquet room. He stated that the restaurant area seats about 340 patrons. He proposed tightening up the seating and make it cozier by closing a portion of one of the dining rooms and use that area for spill over when the main dining room gets full.

Mr. Gatziolis proposed building a knee wall and adding more tables for dining. He stated that they plan to shrink the bar down by 10-12 feet and make it an island style bar rather than three sided bar so patrons can see through to the other side of the room. He stated that many of their customers are area hotel patrons that dine by themselves and eat at the bar area. He wanted the dining area to appear smaller and the room not so vast.

Mr. Gatziolis planed to change the menu to offer more simple meals under \$20.00. He stated that they added appetizers and kept their entree salads. He stated that they added gourmet burgers. He stated that they offer steaks and fish.

Mr. Gatziolis stated that they updated their liquor manual.

Mr. Gatziolis did not expect the 65-35% food versus alcohol revenue ratio to change.

Chairman McInerney asked if there were any staff recommendations pertinent to the application. Ms. Kuchynka stated that issuance of the license remains contingent upon receipt of updated application documents, updated dram shop insurance, a revised Certificate of Occupancy, building permits (if applicable) and receipt of a sign permit.

Chairman McInerney asked if there were any comments from the public pertinent to the application. There were none.

Chairman McInerney asked if there were any comments from the Commission.

Ms. King stated that the licensee seemed to be doing well. She noted that they have a good control buy record. She asked the age range of their clientele. Mr. Gatziolis replied the clientele were older and upscale diners.

Ms. King reviewed the manual and was concerned if they would accept the vertical identification under certain conditions. Mr. Gatziolis replied that they accept horizontal licenses and the vertical identification will need to be brought to a manager for approval. Ms. King cautioned them to be careful if they accept them. Mr. Gatziolis stated that he can tell employees only to take the horizontal licenses. Ms. King felt that would be better and less of a risk.

Ms. King liked that they are going to re-price their menu and keep with today's market. She did not feel the proposed changes were significant.

Mr. Adank asked if the license would be changed other than the name. Ms. Kuchynka replied no. She added that the classification would remain the same but the d/b/a would be amended to Rockwood Tap House.

Mr. Adank asked if the number of bar seats would increase or decrease with the remodeling of the bar. Mr. Gatziolis replied the bar seating would go down.

Mr. Adank mentioned acceptance of the vertical license and noted confusion with license holders. He advised that they use caution when accepting them. He liked the \$500 fine to the server and immediate termination provision in the manual.

Mr. Clary asked if they would remain in compliance with the 20% bar versus dining requirement. Ms. Kuchynka replied yes.

Ms. Strelau asked if they will retain the existing staff. Mr. Gatziolis replied yes.

Ms. Strelau asked what their new target market will be. Mr. Gatziolis hoped to attract more families and middle age patrons and increase the number of times that their older clientele visits the establishment each month.

Ms. Strelau recalled them previously operating as Oliver's and Riprocks. Mr. Gatziolis replied that Finley's atmosphere is completely different now and noted that the former operations had three bars a dance floor.

Ms. Strelau hoped they continue on with their fine record.

Ms. Fregeau reiterated their good record. She was encouraged that they were looking to expand and attract more business. She was concerned about “Tap” in the name and noted that may attract a younger crowd.

Ms. Fregeau stated the manual was well done and thorough. She had concern with their acceptance of the vertical identification. She hoped that they would not get tripped up in accepting these and hoped that they would have conditions accepting them.

Mr. Gatziolis mentioned that he was a Certified TIPs Trainer in the State of Illinois. He noted that most of the information was implemented into their manual.

Ms. Fregeau read their manual under “ordinances and laws” and noticed that hours of operation were not consistent with Downers Grove liquor serving hours. She noted that it states it is unlawful to offer alcoholic beverages after their closing hours of 1:30 a.m. Sunday through Friday and 2:30 a.m. on Saturday. She noted that exceeds the allowable sales hours. Mr. Gatziolis replied that was a typo and he would fix the hours accordingly.

Ms. Fregeau noted that staff has many tools for licensees to utilize in addition to materials available from the State.

Ms. Fregeau asked if they will be changing their liquor menu. Mr. Gatziolis replied that they will have their full menu up until one hour prior to close. Ms. Kuchynka clarified and asked if they plan to make changes to the way or type of alcohol they plan to serve. Mr. Gatziolis replied no.

Ms. Fregeau asked for clarification about the room they plan to close off for overflow. She wondered if a wall will be built or a curtain used to close off the area. Mr. Gatziolis stated that the room has two doors one of which will be closed. He noted that staff needs to pass through this area is an access way to the kitchen. He stated that an accordion style door will “close off” the area per say, but can be opened to seat patrons when the other dining areas are full.

Chairman McInerney was pleased to see that they have been long standing in the community and have decided to reinvest in the business. He wanted to be sure that they monitor for over service as the change in motif may change their clientele.

Hearing the testimony given in this case, Chairman McInerney asked for a recommendation from the Commission whether the changes are substantial enough to make questionable the operation of the business in the manner approved at the time the license was initially granted.

**MR. CLARY MOVED TO FIND RIPROCKS, INC. TO BE KNOWN AS ROCKWOOD TAP HOUSE IN CONFORMANCE WITH THE TERMS AND CONDITIONS OF THE LICENSE INITIALLY GRANTED TO FINLEY’S GRILL ROOM. MS. FREGEAU SECONDED.**

**VOTE:**       **Aye:**   Mr. Clary, Ms. Fregeau, Ms. King, Ms. Strelau, Mr. Adank, Chairman McInerney

**Nay:**   None

**Abstain:** None

**MOTION CARRIED: 6:0:0**

The motion carried.

## **V. APPLICATION FOR LIQUOR LICENSE**

Chairman McInerney made the following statements:

"The next order of business is to conduct public hearings on liquor license applications. For the benefit of all present, I would like to state that this Commission does not determine the granting or denial of the issuance of any license. We may at the end of each hearing, make a finding or recommendation with respect to the application. If necessary, the Commission may adjourn a hearing to a later date in order to have benefit of further information."

"At the conclusion of the hearing, the Commission will summarize its findings and determine any recommendations it wishes to make to the Liquor Commissioner"

"The Liquor Commissioner, who is the Mayor of Downers Grove, will, pursuant to Section 3-12 of the Ordinance, render decisions regarding issuance of available licenses within 60 days in order to consult the Plan Commission for its recommendations."

"Hearings by this Commission are held according to the following format: 1) reading of information pertinent to the application, 2) comments from the applicant, 3) comments from the public, 4) discussion by the Commission, and 5) motion and finding by the Commission."

### **RAM Enterprises of Illinois d/b/a Rizzotti's Pasta Presto - 1734 B Ogden Avenue**

Chairman McInerney stated that the next order of business was an application hearing for RAM Enterprises of Illinois d/b/a Rizzotti's Pasta Presto located at 1734 B Ogden Avenue. He stated that the applicant was seeking a Class "R-2", beer and wine only, on-premise consumption liquor license.

Chairman McInerney asked that any individual(s) representing the applicant step forward and be seated. He asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Mr. Alessandro (Al) Rizzotti and Ms. Donna Milosevich-Rizzotti were sworn in by the court reporter. Mr. Rizzotti introduced himself as part owner of Rizzotti's. Mrs. Rizzotti introduced herself as president and part owner of Rizzotti's.

Chairman McInerney asked the applicant to present its case.

Al Rizzotti stated that Rizzotti's is a fast food Italian restaurant. He stated that they provide upscale dishes at affordable prices served in to-go type containers. He hoped to obtain a beer and wine license to compliment their food and to accommodate patrons requests.

Donna Rizzotti stated that their original concept was geared to offering lunch and early evening dinner. She stated that they repeatedly get requests in the evenings and weekends where patrons want a glass of wine with their meal.

Al Rizzotti stated that they are primarily a restaurant. He stated that there will be no bar. He noted that patrons will order food and drinks from the counter and food will be brought to the table by wait staff.

Chairman McInerney asked if there were any staff recommendations pertinent to the application. Ms. Kuchynka stated that issuance of the license remains contingent upon receipt of the annual fee, satisfactory background checks and dram shop insurance.

Chairman McInerney asked if there were any comments from the public pertinent to the application. There were none.

Chairman McInerney asked if there were any comments from the Commission.

Ms. Fregeau noted that Alessandro does not have liquor handling experience. She asked what kind of restaurant experience they had. Al Rizzotti explained that operating a restaurant has been a life long dream of his. He worked at various restaurants while growing up in the City.

Al Rizzotti explained that they will not accept the vertical under 21 identification and noted that they will card everyone appearing under the age of 35. He stated that they intent to serve a total of two drinks per person. He noted that the nature of the fast food restaurant would not result in it becoming a place to hang out and drink. Donna Rizzotti noted that it was not a bar type environment.

Ms. Fregeau asked how they plan to serve the beer and wine. Al Rizzotti replied that they will serve beer and wine in disposable containers. He stated that they plan to serve Italian bottled beer. He added that wine will be served in ½ liter, 1 liter or single serve bottles of wine.

Ms. Fregeau was concerned that alcohol would be served in plastic cups and someone could potentially walk out with the alcohol.

Ms. Fregeau asked if they received certified training. Al and Donna both replied yes. Al Rizzotti mentioned that he will serve as Liquor Manager and will be there 100% of the time.

Ms. Fregeau noted that they do not have an abundant number of hours of operation.

Ms. Fregeau asked what percentage of alcohol sales they anticipated. Al Rizzotti replied 5%.

Ms. Fregeau stated that management sets the tone and tenor of the establishment. She wanted to be sure that they were aware of the consequences for violations. She wondered if it was legal to make employees responsible for Downers Grove fines. She asked that they expand further about their termination policy. Al Rizzotti replied that employees involved in liquor violations will be terminated.

Ms. Fregeau asked about provisions for recognizing signs of intoxication. She wondered if they could expand on them in the manual as well. She stated that the red, yellow, green method of training would be beneficial to include. Donna Rizzotti replied that they do have signs of intoxication in the manual, but not the red, yellow, green method.

Chairman McInerney noted that Page 5 of the manual contained their policy on termination.

Ms. Strelau asked when they opened for business. Al Rizzotti replied August 2<sup>nd</sup>. She asked the age of their servers. Al Rizzotti replied that they were all over 21.

Ms. Strelau asked for an explanation as to how patrons are served. Al Rizzotti replied that patrons will approach the service counter where they will order their food and drinks. He stated food is brought to the table by staff.

Ms. Strelau was concerned about their lack of liquor handling experience and encouraged them to be extra vigilant.

Ms. Strelau understood that they do not want it to turn the establishment into a watering hole but noted that people may get confused if liquor is being served in plastic. She noted that plastic might not be good and recommended that they use glass so there is no chance that they walk out with the unconsumed portion of an alcoholic drink. She noted that the Commission has heard some obscure and bizarre things and some things lend themselves to problems. She did not believe that the business mix will lend to the problem, but felt that plastic cups for alcohol perhaps would.

Mr. Clary asked about beer and wine service. He wondered if patrons have to go to the counter to get a drink. Al Rizzotti replied yes.

Mr. Clary wondered why they opted to serve beer and wine. Al Rizzotti replied that they did not initially plan to have beer and wine service and were going to run the operation without, however they have had many customer requests. He stated that they have a lot of carry out orders because they do not offer beer or wine at the restaurant.

Mr. Clary wondered if patrons will have a drink while waiting for a carry out order. Mr. Rizzotti doubted it. He stated that there are not many beverages sold when patrons pick up to go orders. Donna Rizzotti stated that their food is prepared very quickly.

Mr. Clary cautioned them in being new. He stated that Downers Grove takes liquor serving seriously.

Mr. Adank had similar concerns as the other Commissioners. He stated he was unsettled by the fact that they were portraying themselves as a fast food restaurant and that they may be putting customers out on the street shortly after having a few drinks.

Mr. Adank stated that their short period of time open to the public and lack of experience also caused him concern.

Al Rizzotti replied that they do not want a huge liability in serving wine and beer. He stated that it will not be a hang out for drinking. He planned to limit beer and wine service and stop serving after two drinks.

Donna Rizzotti stated that a big part of their evening crowd between 5-8 p.m. are families. She noted that usually only one parent will have a glass of wine, with everyone else drinking soda or water.

Mr. Adank also recommended serving wine in a glass rather than in plastic cups. He felt that making the drink glasses look more permanent may inhibit people from walking out with it.

Ms. King also suggested that they post signage stating that patrons are not allowed to leave with alcohol, especially with their take out service. Al Rizzotti agreed.

Ms. King asked that they highlight and bold their fines in the server section of the manual and make them more prominent. Donna Rizzotti agreed to revise the manual. She noted her in Human Resources and how to prepare documents that employees read and understand.

Ms. King asked how busy the establishment was and how they would know if people come up repeatedly. Donna Rizzotti replied that they are moderately busy. She noted that staff will walk around and pay close attention to customers. She stated that they will be directed to monitor those drinking even more closely.

Ms. King asked the average dining time spent by patrons. Al Rizzotti replied 40-45 minutes.

Ms. Fregeau warned that they will be tested by the kids in town once they find out about the beer and wine service. She cautioned them to check identifications and be diligent in training employees.

Chairman McInerney was pleased to see a new business in the space. He stated that the Commission members offered helpful advice. He hoped to share their lessons and experience with disciplinary actions that the Commission has gone through with other licensees. He stated that over service, serving minors and drink sharing, given the size of the establishment, could be an issue. He encouraged them to keep up their liquor serving standards everyday. He stated that serving liquor is a privilege, not a right. He noted their lack of experience and told them to take the responsibility of liquor serving seriously.

Hearing the testimony given in this case, Chairman McInerney asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to the Class "R-2", beer and wine only, on-premise consumption liquor license.

**MS. FREGEAU MOVED TO FIND RAM ENTERPRISES OF ILLINOIS D/B/A RIZZOTTI'S PASTA PRESTO, QUALIFIED FOR A CLASS "R-2", BEER AND WINE ONLY, ON-PREMISE CONSUMPTION LIQUOR LICENSE. MS. STRELAU SECONDED.**

**VOTE:**       **Aye:**   Ms. Fregeau, Ms. Strelau, Ms. King, Mr. Clary, Mr. Adank, Chairman McInerney

**Nay:**   None

**Abstain:** None

**MOTION CARRIED: 6:0:0**

The motion carried.

The Commission took a 10 minute break.

**Scarletti's, Inc. d/b/a Scarletti's Italian Kitchen - 994 Warren Avenue**

Chairman McInerney stated that the next order of business was an application hearing for Scarletti's, Inc. d/b/a Scarletti's Italian Kitchen located at 994 Warren Avenue. He stated that the applicant was seeking a Class "R-1", full alcohol, on-premise consumption liquor license and a Class "O" outdoor liquor license.

Chairman McInerney asked that any individual(s) representing the applicant step forward and be seated. He asked that any individual(s) giving testimony, state and spell their name for the record, indicate their affiliation with the establishment and be sworn in by the court reporter.

Ms. Pam Kellam and Mr. Paul Giagnorio were sworn in by the court reporter. Ms. Kellam introduced herself as part owner of Scarletti's. Mr. Giagnorio introduced himself as part owner of Scarletti's.

Chairman McInerney asked the applicant to present its case.

Mr. Giagnorio stated that they are opening an Italian kitchen in the former Toscana's location. He stated that it will be a casual, relaxed Italian restaurant with a core menu of pizza and pastas. He stated that they will offer carry out.

Mr. Giagnorio stated that his family has been in the restaurant business for over 20 years. He stated that his family owns Gianorio's Pizza in Winfield and his mom and sister recently opened a deli in downtown Winfield. He stated that they are hope that patrons will feel at home when they dine in the restaurant.

Chairman McInerney asked if there were any staff recommendations pertinent to the application. Ms. Kuchynka stated that issuance of the license remains contingent upon receipt of a Certificate of Occupancy, payment of the annual fee and receipt of satisfactory background checks. Ms. Kuchynka added that she left a more detailed menu for the Commission this evening. She noted that they are still in the process of pricing and mentioned that receipt of a finalized menu will be a contingency as well.

Chairman McInerney asked if there were any comments from the public pertinent to the application. There were none.

Chairman McInerney asked if there were any comments from the Commission.

Ms. King wondered about the turnover at that location. Mr. Giagnorio believed that there were some partnership issues. He noted that the main partner set up a duplicate Toscana's in the Village of LaGrange.

Ms. King liked the menu.

Ms. King noted that they do not have liquor handling experience. Mr. Giagnorio and Ms. Kellam both stated that they are BASSETT Certified and that they both took a 40 hour bartending course. Mr. Giagnorio stated that they will be hands on and in the restaurant at all times.

Ms. King asked if they will be taking any employee from the existing family businesses. Mr. Giagnorio replied no and that they will be all new hires.

Ms. King referred to their manual where the server can be personally fined up to \$15,000. She noted that the establishment will be subject to and responsible for fines from the Village. Ms. Kuchynka noted that the server fine is \$500. Ms. Kellam felt that should be higher.

Ms. King wondered if parking will be an issue. Ms. Kellam did not believe so, but they did hope to reserve a parking spot for take out orders.

Mr. Adank asked about the seating. He wondered about the ratio of bar versus dining seats. Ms. Kellam replied that there are 70 dining seats with 12 bar stools, which is under the allowable 20% percent bar seating.

Mr. Adank asked if the layout was changing from what Toscana's had. Ms. Kellam replied no.

Mr. Adank was pleased that they will not accept the vertical identification.

Mr. Clary noted that they have heard the issues and concerns brought about at the previous application hearing. He hoped that they take alcohol service seriously. He felt as though they would be proactive in training.

Ms. Strelau noted their family's experience in the restaurant business but wondered about their personal lack of liquor handling experience. Mr. Giagnorio replied that Gianorio's Pizza is a take out only location with no seats and/or delivery service.

Ms. Strelau asked about the outdoor seating area. She wondered if they will offer liquor service in the Main Street café. Ms. Kellam replied they would allow it, however they plan to seat that area with overflow from the Warren outdoor dining area.

Ms. Strelau asked how patrons are seated outdoors. Ms. Kellam replied that patrons have to go to the Warren entrance and be seated by a hostess through an interior exit door to the Warren café. She stated that Main Street patrons can seat themselves as it is accessible from the Main Street entrance. She planned to control that area and seat it mainly with overflow from the Warren café.

Ms. Strelau stated that the Commission discussed landscaping for the Warren Avenue café. She stated that their landscape plans mirror what the former Toscana's proposed. She noted that the landscaping Toscana's actually planted was not what was proposed on their plan. She wanted them to know that they are expected to have the planting heights match what they propose. She noted that the area is busy with pedestrians and children visiting the ice cream shop. She stated that although it is nice to sit outside and have a view, she noted it is their responsibility to control the passing of drinks through the foliage.

Ms. Strelau was pleased they were locating in Downers Grove.

Ms. Fregeau stated that the Commission covered a lot in the prior application. She asked about seating in the take out area and wondered if there were seats in there to sit at and get a drink while they wait. Ms. Kellam replied no. She added that they would be able to get a drink at the bar while waiting.

Ms. Fregeau noted that there is a lot of pedestrian traffic at that corner. She noted the height of the plantings at the Warren café. She felt the more dense the plantings, the more restrictive it will be for patrons to pass drinks.

Chairman McInerney was pleased to see an establishment occupying the space. He stated that the Commission's comments about the outdoor café were due to concerns about what the prior licensee proposed and what was actually done. He stated that they will be responsible for control of that area and hoped that the plantings would adhere to the plans presented.

Chairman McInerney noted their lack of experience. He mentioned various reasons that the Village will take disciplinary action for such things as service to underage individuals, over service and DUI Notifications. He hoped that they would be a responsible licensee.

Ms. Strelau asked when they plan to open. Ms. Kellam replied mid-November.

Hearing the testimony given in this case, Chairman McInerney asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to the Class "R-1", full alcohol, on-premise consumption liquor license.

**MS. STRELAU MOVED TO FIND SCARLETTI'S, INC. D/B/A SCARLETTI'S ITALIAN KITCHEN, LOCATED AT 994 WARREN AVENUE, , QUALIFIED FOR A CLASS "R-1", FULL ALCOHOL, ON-PREMISE CONSUMPTION LIQUOR LICENSE. MS. KING SECONDED.**

**VOTE:**           **Aye:**   Ms. Strelau, Ms. King, Ms. Fregeau, Mr. Adank, Mr. Clary, Chairman McInerney

**Nay:**   None

**Abstain:** None

**MOTION CARRIED:** 6:0:0

The motion carried.

Hearing the testimony given in this case, Chairman McInerney asked for a recommendation from the Commission concerning its finding of "qualified" or "not qualified" with respect to the applicant with regard to the Class "O", outdoor liquor license.

**MS. STRELAU MOVED TO FIND SCARLETTI'S, INC. D/B/A SCARLETTI'S ITALIAN KITCHEN, LOCATED AT 994 WARREN AVENUE, QUALIFIED FOR A CLASS "O", OUTDOOR LIQUOR LICENSE. MR. CLARY SECONDED.**

**VOTE:**       **Aye:** Ms. Strelau, Mr. Clary, Ms. King, Mr. Adank, Ms. Fregeau, Chairman McInerney

**Nay:** None

**Abstain:** None

**MOTION CARRIED:** 6:0:0

The motion carried.

## **VI. OLD BUSINESS**

Chairman McInerney asked if there was any discussion, update from staff or comments from the Commission regarding any old business.

Ms. Kuchynka stated that the monthly packet contained information about late night hours proposed for Fridays. She requested that the matter be tabled to a future meeting. She stated that staff presented the Sunday 9 AM serving hours to the Village Council at their October 5<sup>th</sup> workshop meeting. She noted that there were some issues and concerns with the proposal. She stated that staff wanted to wait until the Council voted on the matter so as not to devote staff time if the Village Council is not in support of changing hours. Ms. Kuchynka advised that the Legal Department needed additional time to gather information on the issue and to determine if it is worth pursuing the change.

Ms. Petrarca stated that there seemed to be an issue with serving liquor at 9 a.m. on Sundays, even though patrons can get served any day of the week beginning at 8:00 a.m.

Ms. Kuchynka stated that she contacted Oak Brook as to how they determined the \$500 fee for the late night license. She advised that it was an arbitrary fee and they simply issue a license to those who pay for it. She noted that there are no applications, guidelines for issuance or guidelines for terminating the license. She wanted to check if there are any other communities that offer such a license and review how it is administered.

Ms. Kuchynka asked the group to review the draft materials she provided and consider any standards of issuance and/or guidelines for revocation.

Ms. Strelau asked if the other communities had the same difference in Friday to Saturday night hours. She wondered why Saturday and Friday hours were differentiated as they are both considered part of the weekend. She wondered what was special about Saturday night being open an additional hour. She felt it should be the

same for both nights and wondered why the Village would charge more for one night than the other. She felt hours should be consistent for both nights.

Ms. Fregeau had suggested changes to the application. She asked if the manager designated would be the manager on duty during the extra hour of service or the Liquor Manager. Ms. Kuchynka replied the Liquor Manager.

Ms. Fregeau asked how the Village verifies what is disclosed on the application for such things as license revocation. Ms. Kuchynka replied that if they sign the application they are attesting to the truthfulness of the information contained therein. She added that the Village contacts communities that they list. She added that the Village conducts State, federal and local background checks on the applicant, owners and liquor manager. Ms. Petrarca stated that falsifying information on an application is just cause for suspension or revocation of the license.

Ms. Strelau wondered if the late night hours application should read extended hours into Saturday morning.

The group agreed to table the matter to a future meeting.

## **VII. NEW BUSINESS**

Chairman McInerney asked if there was any discussion, update from staff or comments from the Commission regarding old business.

Ms. Kuchynka mentioned that a Party Trailer was recently placed in the café area at Ballydoyle. She distributed a picture of the unit and correspondence from Mr. Cullen regarding the unit. She stated that they are not using it as a portable bar, but a means for which their patrons to enjoy football games on Sunday via the built in television in the unit.

Ms. Kuchynka stated that the unit has stools, a television and built in grill. She believed that it was inconsistent with the terms of their Sidewalk Café License Agreement which prohibits portable bars and noted that they did not request a floor plan change disclosing the placement of the unit.

Ms. Kuchynka felt that the unit resembled a portable bar. She stated that a portable television would be allowed so that patrons can watch the game, but she felt the unit went beyond the scope of what they are allowed in their café which is on public property. She wanted to get the Commission's thoughts on how the party trailer unit presents itself.

Chairman McInerney stated that he has seen the party trailer demonstrated and promoted at the Downers Grove Farmers Market. He stated that people can rent the unit for an event. He felt that it resembled a portable bar, regardless if alcohol is served from it. He stated that it has taps on it and it can be set up as a bar.

Ms. Strelau asked if portable beer tubs are allowed in a café. Ms. Kuchynka replied no.

Ms. Petrarca believed that the awning on the unit may also violate the sign ordinance violation.

Ms. Kuchynka believed that the unit obstructed the emergency exit.

Ms. Kuchynka stated she did not believe there would be objection to them rolling out a television on occasion for football games, so long as it does not reduce the number of seats and was not placed where it obstruct emergency exits or interfere with ingress/egress.

Ms. Strelau asked if tables were taken out to make room for the unit. Ms. Kuchynka replied that she believed that it did.

Mr. Adank liked the ingenuity. He wondered if there was something they could do to make the unit work. He wondered if they removed the bar apparatus and signage. Mr. Adank believed that the unit clearly resembles a bar.

Ms. Strelau stated that although they are not using it as a bar she felt that it did have bar characteristics.

Ms. Kuchynka noted that the Party Trailer website promotes larger and custom built units available for rent.

Chairman McInerney noted that having this unit in the café was not what he had in mind when he supported the issuance of an outdoor liquor license there.

Ms. Petrarca stated that she would send correspondence to Mr. Cullen concerning the unit.

Ms. Kuchynka stated that due to a change in corporation, the Pizza Hut license was forfeited.

Ms. Kuchynka advised that she amended the DUI Notification Chart to include days of the week and times of the DUI arrest.

Ms. Kuchynka stated that the Village considered the Gaming Facility, Recreation Facility definition amendment and Sunday hours of service at their workshop meeting of October 5<sup>th</sup>. She advised that each of the three ordinances will be voted upon separately at the Village Council meeting of October 12<sup>th</sup>.

#### **VIII. COMMENTS FROM THE PUBLIC**

There were none.

#### **IX. ADJOURNMENT**

Concluding business for the evening, Chairman McInerney called for a motion to adjourn.

Ms. Strelau moved to adjourn the October 7, 2010 meeting. The meeting was adjourned by acclamation at 8:10 p.m.