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Village of Elm Grove Finance and Licensing October 24, 2016

Present: George Haas Glen Porter, Glenn Schrubbe, Patty Kujawa, Pat Kressin, and Martha Kendler
Also Present: Monica Hughes, Dave De Angelis, Tom Harrigan and Mary Stredni. Sandra Beals from Penelope's Restaurant was also present.

Mr. Haas called the meeting to order at 7:00 pm.

Minutes

- September 26, 2016 –Ms. Kujawa and Mr. Schrubbe moved and seconded to approve. Motion carried 6-0.
- October 13, 2016 Budget Workshop- Mr. Kressin and Mr. Schrubbe moved and seconded to approve. Motion carried 6-0
- October 19, 2016 Mr. Porter and Ms. Kujawa moved and seconded to approve. Motion carried 6-0.

Review and act on operator licenses

Applications for 1 renewal and 8 new operator licenses were submitted with all paperwork complete and no problems identified in the background screening.

Operator License Renewal

Wine Cellar Nicole Duamel

Operator License New

Penelope's Marjorie Francis - Annette Pampuch - Jennifer Gardner – Donna Gagliano

Tom & Chee Jesse Held - Alice Stringer – Antraun Jordan

Walgreens Colin Linscot

Wall Street Drink Exchange Charae Bicoy - Samuel Hanson

Wine Cellar Kimberly Ousley

Western Racquet Club Joshua Gierlich

–Ms. Kujawa and Mr. Kressin moved and seconded to approve. Motion carried 6-0.

Three applications for operator licenses were submitted by individuals that had OWIs in their background. Village clerk, Mary Stredni, requested that the individuals appear at tonight's finance meeting. Ms. Beals was present and answered questions for the committee. It was noted that she has worked as a hostess at Penelope's for about 5 years. The OWIs were from 2005 and prior. No problems were identified since that time. Mr. Porter and Ms. Kendler moved and seconded to recommend approval. Motion carried 6-0. The other two individuals, Ashley Pfaff and Ramon Rivera, were not present. Mr. Schrubbe and Ms. Kujawa moved and seconded to table their applications until they appear at a committee meeting. Motion carried 6-0.

Review and act on change of premise for Wall Street Exchange

Myren Grosenick, owner, has requested a change in operations to allow him to use the outdoor courtyard for alcohol service and consumption. He has had the change in operation approved by the plan commission. Ms. Kujawa and Mr. Schrubbe moved and seconded to approve. Motion carried 6-0.

Review and act on change to purchase card policy

Staff submitted the current policy and recommended deleting reference to using the on-line software for account coding and processing. After utilizing the cards for a number of years, staff has concluded that there is a duplication

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of effort by staff. The software is not integrated to our accounting software and payment is being processed the same as other payables. The added step of also reviewing and approving through the software is time consuming and not being used after the initial entry. The software is available for employees and management to access at any time to confirm the status of their card and transaction. Mr. Porter and Mr. Schrubbe moved and seconded to recommend approval of the change in the policy. Motion carried 6-0.

Vouchers

The following voucher listings were submitted. Below are the totals and the actions taken by the committee.

• Total	• Motion	• Second	• Vote
\$355,348.49	Schrubbe	Kendler	6-0
\$80.00	Haas	Kressin	6-0
\$6,073.07	Kujawa	Kressin	6-0
\$2,603.27	Porter	Kujawa	6-0
\$20,208.58	Kujawa	Kendler	6-0
\$444676.46	Kujawa	Kressin	6-0

Other Business

There was no other business.

Adjournment

Mr. Porter and Ms. Kendler moved and seconded to adjourn the meeting at 7:40pm. Motion carried 6-0.

Respectfully,
Monica L. Hughes