



Memo

To: Finance and Licensing Committee

From: Crystal Turner, Village Clerk

Date: 02/16/2026

Re: Request to formally implement publication and background check fees for Liquor and Cigarette Licenses

Purpose

The purpose is to establish and implement a \$40 license publication fee and a \$10 agent background check fee for applicable license applications, in accordance with Village ordinance and to ensure the Village recovers administrative and publication costs associated with the licensing process.

Background

Village Ordinance §171-5(5) provides that “the applicant shall pay the Village a sum for the publication of the notice.” This provision authorizes the Village to recover the costs associated with publishing required legal notices for Liquor license applications.

The Village has incurred significant costs for publication of these notices that have not been fully offset by collected fees. In 2025, the Village incurred publication expenses of approximately \$745, while only collecting \$90 in publication-related revenue (\$5 publication fee per license). In 2024, expenses were \$744 for publication fees and the Village collected \$105 in revenue.

This gap between actual costs and collected revenue results in the Village subsidizing the licensing process through general funds, rather than allocating the expense to the applicants as intended by ordinance.

Additionally, the Village incurs a cost associated with conducting agent background checks of \$7 per an application. In order to subsidize the administrative costs, the recommendation is to implement a \$10 per agent background check fee.

Fee Recommendation

To align with the authority granted under §171-5(5) and to ensure cost recovery, the following fees are recommended to be formally implemented:

- **License Publication Fee:** \$40 per applicable license application
- **Agent Background Check Fee:** \$10 per applicable agent background check
- **Cigarette License Publication Fee (when applied for in conjunction with an alcohol license):** \$25

The reduced cigarette license publication fee applies only when the cigarette license notice is published concurrently with an alcohol license notice for the same applicant, resulting in a shared publication and reduced incremental cost to the Village.