



DATE: February 17, 2021

TO: Finance and Licensing Committee (“the committee”)

FROM: Village Clerk Michelle Luedtke

RE: Operator’s Licenses and Background Checks

Any operator/bartender license background check which results in a history other than “No record found” will require the applicant to appear and answer the questions to the satisfaction of the committee.

The background check is individually conducted by the Clerk at the time the application is submitted. The Clerk provides one copy of this personal background check in a confidential envelope to the Chair. The Chair will ask the individual to explain the items on the background check to the committee ensuring all areas are discussed.

As the reviewers of the operator/bartender application – the committee will evaluate the nature of the applicant’s crime and if it relates to alcohol, serving, or bartending. Note how much time has elapsed since the crime occurred and examine the applicant’s standing in the community before deciding whether to approve or reject their application.

If the committee rejects the application, the Clerk will send a letter or email to the applicant to inform them of the committee decision. If the applicant was rejected due to not attending the meeting, the applicant has the opportunity to reschedule. If the applicant was rejected due to the nature of the offense, the applicant can appeal in writing to the Clerk. This appeal will be taken in front of the Village Board at their next available meeting. The applicant will be required to attend the appeal meeting and answer questions from the Village Board.

If approved, the applicant will be able to obtain their license from the Clerk within 2 business days. All licenses are emailed to the applicant and any other email listed on their initial application. No mention of the meeting or decision therein will be noted on the email for the privacy of the applicant.