

MEMORANDUM

TO: Chair Pearse and Members of the Wheaton Local Liquor Commission

FROM: James P. Kozik, AICP Director of Planning and Economic Development

DATE: February 12, 2026

SUBJECT: **Amendment to Section 6-86.5 - Training Required**

Request

Consideration of an amendment to Section 6-86.5 of the Wheaton City Code pertaining to record keeping for required alcohol training.

Background

Section 6-86.5 of the Wheaton City Code (and the State) requires that all licensees, except Class F, shall be required to have all employees who serve, sell or distribute alcohol, the liquor manager, and those checking identification for alcohol service successfully complete a Beverage Alcohol Sellers/Servers Education And Training (BASSET) program within 30 days of receiving a city liquor license, and for a new liquor manager within 30 days of the approval of such a new manager.

In addition, the licensee shall submit proof of completion of a BASSET program to the city for said individuals required to complete the training. BASSET certification must be renewed every three years. Any employee who has not successfully completed the BASSET program shall not serve, sell or distribute alcohol.

Tracking BASSET certificates in accordance with Sec. 6-86.5 continues to grow as an administrative burden since the number of liquor licenses has increased over the years. Also, enforcement of this section is difficult, and delays license renewals each year. Staff has attempted to utilize the City's Information Technology systems to perform this record keeping, but it did little to reduce the administrative burden and was difficult for licensees to manage.

Proposal

In order to relieve the administrative burden of requiring licenses from submitting proof of completion of BASSET certification or enrollment to the City for recordkeeping purposes, staff is suggesting that such records be kept in each licensed premises for said individuals and shall be presented upon the request of any law enforcement officer. Below in red is the proposed amendment with the deleted text shown as being stricken out.

“Sec. 6-86.5. - Training required.

All licensees, except Class F, shall be required to have all employees who serve, sell or distribute alcohol, the liquor manager, and those checking identification for alcohol service successfully complete a Beverage Alcohol Sellers/Servers Education And Training (BASSET) program within 30 days of receiving a city liquor license, and for a new liquor manager within 30 days of the approval of such new manager. ~~In addition, the licensee shall submit proof of completion of a BASSET program to the city for said individuals required to complete the training. Evidence~~

of BASSET certification or enrollment shall be kept in each licensed premises for said individuals and shall be presented upon the request of any law enforcement officer. In addition, the licensee shall submit proof of completion of a Basset program to the city for all managers. All BASSET training shall be in conformance with 235 ILCS 5/6-27, as amended. BASSET certification must be renewed every three years. Any employee who has not successfully completed the BASSET program shall not serve, sell or distribute alcohol."

Recommendation

Staff would recommend approval of the proposed amendment. If the Local Liquor Commission recommends approval of the proposed amendment at their February 12th meeting, this item will be placed on the March 2nd City Council agenda.