

PALATINE LIQUOR COMMISSION

MINUTES

DECEMBER 12, 2022

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:33 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Present	
Greg Solberg	Commissioner	Present	
Kollin Kozlowski	Commissioner	Present	
Brad Helms	Commissioner	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Patrick Brankin, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Police Chief Dave Daigle, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Human Resources Pam Jackson, and Deputy Clerk Doris Sadik

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - October 10, 2022 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, Commissioner
SECONDER:	Tim Millar, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

III. AGENDA ITEMS

1. Consider an Application for a Class E (Temporary) Liquor License for St. Thomas of Villanova's New Years Party on Saturday, December 31, 2022 at St. Thomas of Villanova Parish, 1201 E. Anderson Drive - **Approved by Voice Vote**

Village Manager Reid Ottesen presented St. Thomas of Villanova's request for a temporary event liquor license for their New Year's Eve party, Saturday, December 31, 2022.

Vito Manolo, from St. Thomas, stated 75-100 people are expected, food will be catered and all alcohol servers will be Bassett trained.

Mayor Schwantz complimented St. Thomas for their proper planning through the Village.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Solberg, Commissioner
SECONDER:	Scott Lamerand, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

IV. ADJOURNMENT – Time: 7:37 PM

Motion to Adjourn - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Submitted by:

Margaret R. Duer
Village Clerk



VILLAGE OF PALATINE
 VILLAGE HALL - COUNCIL CHAMBERS
 200 E. WOOD STREET
 PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

PALATINE LIQUOR COMMISSION

MINUTES

OCTOBER 10, 2022

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:28 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Present	
Greg Solberg	Commissioner	Absent	
Kollin Kozlowski	Commissioner	Present	
Brad Helms	Commissioner	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Patrick Brankin, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Fire Chief Patrick Gratziana, IT Director Larry Schroth, Director of Finance Paul Mehring, and Director of Human Resources Pam Jackson

II. MINUTES APPROVAL

- Palatine Liquor Commission - Regular Meeting - September 12, 2022 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, Commissioner
SECONDER:	Tim Millar, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Kozlowski, Helms
ABSENT:	Solberg

III. AGENDA ITEMS

- Consider an Application for a Class E (Temporary) Liquor License for the "Music With a Mission" Fund Raising Event at Countryside Church Unitarian Universalist, 1025 N. Smith Street - **Approved by Voice Vote**

Village Manager Reid Ottesen reported that this event has been held many times without issue. All involved in serving alcohol must receive training, and staff recommends approval.

Christine Morgan of the Countryside Unitarian Universalist Church, announced that the Church has hosted "Music with a Mission" for 10 years to benefit area non-profits.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, Commissioner
SECONDER:	Brad Helms, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Kozlowski, Helms
ABSENT:	Solberg

2. Consider a Motion Accepting a Report of Stock Transfer for Los Arcos Taqueria at 1639 N. Baldwin Road - **Approved by Voice Vote**

Village Manager Reid Ottesen explained this action transfers stock to a single 100% owner of the business.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Kozlowski, Helms
ABSENT:	Solberg

IV. ADJOURNMENT – Time: 7:30 PM

Motion to Adjourn the Liquor Commission Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Tim Millar, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Kozlowski, Helms
ABSENT:	Solberg

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Consider an Application for a Class E (Temporary) Liquor License for St. Thomas of Villanova's New Years Party on Saturday, December 31, 2022 at St. Thomas of Villanova Parish, 1201 E. Anderson Drive

BACKGROUND:

The St. Thomas of Villanova parish is requesting a temporary event liquor license in conjunction with their New Year's Eve party at 1201 E. Anderson Drive on Saturday, December 31, 2022, from 7 PM to 2 AM.

KEY ISSUES:

- A diagram of the serving area is attached. All servers will be required to comply with the Police Department seminar regarding identifications.
- Wine and mixed drinks will be served, in the activity center, from 7 PM to 1 AM.

ALTERNATIVES:

1. Approve the request.
2. Do not approve the request.

RECOMMENDATION:

Staff recommends action at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- STOV New Years Eve Party

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Solberg, Commissioner
SECONDER:	Scott Lamerand, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

St. Thomas of Villanova Parish Office
1201 East Anderson Drive
Palatine, IL 60074
September 2, 2022

Mr. Reid Ottensen
Village of Palatine
200 East Wood St
Palatine, IL 60067

November 22, 2022

Dear Mr. Ottesen,

On behalf of St. Thomas of Villanova parish community, I would like to request a temporary license to serve Wine and Mixed Drinks at the St. Thomas of Villanova Parish New Year's Eve Party.

This event will be on Saturday, December 31st, 2022, from 7:00 pm to 2:00 am. We will serve Wine and Mixed Drinks from 7:00 pm – 1:00 am. It will be held in our activity center at the church, 1201 East Anderson Drive. I have enclosed a diagram of the proposed serving area. Members of our parish community will be our volunteer sellers and bartenders. They have or will complete the required online training for this event. Copies of their Liquor Ordinance Compliance Temporary Sellers/ Servers Certificates will be on file at our Parish Office.

Food will be available from a vendor and will be served by volunteer servers.

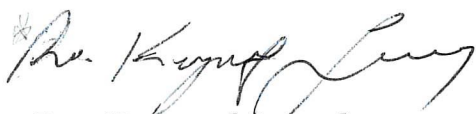
This letter is to serve as our acknowledgment that we will be serving alcohol at this event.

This letter also serves as our letter authorizing the liquor application.

If additional information is required, please contact Deacon Robert Cyran at the St. Thomas Parish Office at 1201 East Anderson, Palatine, IL 60074 (847) 358-6999.

Thank you for your immediate attention.

Sincerely,



Rev. Krzysztof Janczak
Pastor, St. Thomas of Villanova

/enclosures-1201 Anderson proposed layouts, Certificate of Liability Insurance,
Village of Palatine Temporary Event Liquor License Application

Attachment: STOV New Years Eve Party (St. Thomas -Temp. Class E License)

VILLAGE OF PALATINE TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT

Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event St Thomas of Villanova Parish New Years Eve Party		First time event? ☒ Yes ☐ No	
Exact Address of Event 1201 e Anderson Dr			
Date(s) of Event December 31st 2022		Hours of Event 7:00 pm - 2:00 am	
Phone number/website for publication 847 358-6999		Estimated attendance 175	Last year's actual attendance N/A
Describe the events community and/or cultural benefit Social Occasion for parishioners to celebrate the New year			

CONTACT INFORMATION

Name of Sponsoring Organization St Thomas of Vaillanova Parish		Contact person from Sponsoring Organization Robert Cyran	
Sponsoring Organization Address 1201 e Anderson Dr		City Palatine	Zip 60074
Name of Organizer/Coordinator Robert Cyran		Email rcyran@stov.org	
Organizer/Coordinator Address 1201 e Anderson Dr		City Palatine	Zip 60074
Phone Number 847 794-8247	Cell Phone Number 773 571-8363	Fax Number	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service		Type of Alcoholic Beverages	
Date	Time from: (am/pm)	Time to: (am/pm)	
December 31st 2022	7:00 pm	12:00 am	☐ Beer
January 1st 2023	12:00 am	1:00 am	☒ Wine
			☒ Mixed Drinks
			☐ Other

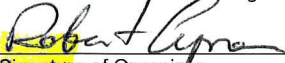
A Copy of the following must be attached to every application:

- ☐ Site Plan
- ☐ Certificate of Insurance evidencing Dramshop Liability
- ☐ Letter from property owner acknowledging service of alcohol (Park District or Private Property Owner)
- ☐ Letter from Organization authorizing the liquor application

Conditions of Liquor License Approval

Must provide copy of State Liquor License upon Issuance to the Village

All persons who sell or serve alcoholic liquor and/ID Check must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule training course, please contact the Crime Prevention Department at (847)-359-9061.


Signature of Organizer

 11/22/2022
Date

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Wine

Wine

Mixed Drinks

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Exit

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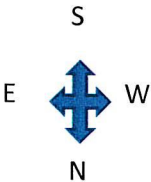
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Entrance
Exit



Rawley Activity Center

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Ex



CERTIFICATE OF LIABILITY INSURANCE

3.1.a

DATE (MM/DD/YYYY)

11/22/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Gallagher Bassett Services, Inc. PHONE (A/C, No, Ext): 866-829-8486 FAX (A/C, No): 855-858-0904 E-MAIL ADDRESS: cbccerts@gbtpa.com
INSURED Catholic Bishop of Chicago 835 N. Rush St. Chicago IL 60611	INSURER(S) AFFORDING COVERAGE INSURER A: Underwriters at Lloyd's London INSURER B: American Alternative Insurance Corp INSURER C: Safety National Casualty Corporation INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 725397258**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BP1000922	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ Included PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ N/A PRODUCTS - COMP/OP AGG \$ Included \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BP1000922	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 1,000,000			R2A2FF000000907	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
A C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	BP1000922 SP4067124	7/1/2022 7/1/2022	7/1/2023 7/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 5,000,000 E.L. DISEASE - EA EMPLOYEE \$ 5,000,000 E.L. DISEASE - POLICY LIMIT \$ 5,000,000
A B	Liquor Liability Liquor Liability			BP1000922 R2A2FF000000907	7/1/2022 7/1/2022	7/1/2023 7/1/2023	Occurrence \$1,000,000 Occurrence \$9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

If additional insured status granted herein, coverage afforded by Endorsement 1 issued by Company A above.
St. Thomas of Villanova Parish/School, 1201 E. Anderson Drive, Palatine, IL 60074

Proof of Insurance for a "New Year's Eve Party" on Saturday, December 31, 2022 (7:00 pm) through Sunday, January 1, 2023 (1:00 am) in the Rawley Activity Center, 1201 E. Anderson Drive, Palatine, IL 60074.

Additional Insured: Village of Palatine and Its Elected and Appointed Officials, employees and Agents

CERTIFICATE HOLDER**CANCELLATION**

Village of Palatine
200 E. Wood Street
Palatine IL 60067

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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