



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

MARCH 16, 2020

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 8:20 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 Mike Jacobs, Village Attorney Nicholas Standiford, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, IT Director Larry Schroth, and Police Chief Dave Daigle

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - February 3, 2020 - **Accepted**

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

III. AGENDA ITEMS

1. Consider an Application for a Class D (Restaurant) Liquor License for SW2, LLC (d/b/a Chicago Culinary Kitchen) at 2391 N. Hicks Road - **Approved by Voice Vote**

Deputy Village Manager Mike Jacobs presented the request for an increase in the number of Class D (Restaurant) liquor licenses for Chicago Culinary Kitchen, relocating an existing restaurant and catering business to 2391 N. Hicks Road. Action is at the discretion of the Commission.

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

2. Consider a Request for a Class E (Temporary) Liquor License for the School Trivia Night Fundraiser at St. Thomas of Villanova Parish, 1201 E. Anderson Drive - **Approved by Voice Vote**

Deputy Village Manager Mike Jacobs presented the request from Thomas of Villanova Parish, located at 1201 E. Anderson Drive, for a one day liquor license for their School Trivia Night Fundraiser Saturday, May 2, 2020 from 6 - 11 PM.

Barry Hildebrand, came forward and spoke to the Liquor Commission regarding an incident involving hand sanitizer.

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

IV. ADJOURNMENT – Time: 8:24 PM

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

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

SUBMITTED BY:

Margaret R. Duer
Village Clerk



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PALATINE LIQUOR COMMISSION

MINUTES

FEBRUARY 3, 2020

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:58 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Absent	
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 Mike Jacobs, Village Attorney Patrick Brankin, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Fire Chief Scott Andersen, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Community Services Harry Spila, Police Chief Dave Daigle, Jeremy Smith IT Administrator, Deputy Clerk Doris Sadik and Customer Service Representative Vicki Cox

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - January 20, 2020 - Accepted

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

Minutes Acceptance: Minutes of Feb 3, 2020 7:05 PM (Minutes Approval)

III. AGENDA ITEMS

1. 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**

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

IV. ADJOURNMENT – Time: 8:00 PM

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

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

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Feb 3, 2020 7:05 PM (Minutes Approval)

Consider an Application for a Class D (Restaurant) Liquor License for SW2, LLC (d/b/a Chicago Culinary Kitchen) at 2391 N. Hicks Road

BACKGROUND: On this evening's agenda is a request for an increase in the number of Class D (Restaurant) liquor licenses for Chicago Culinary Kitchen, relocating an existing restaurant and catering business to 2391 N. Hicks Road. Permitted hours of operation for a Class D liquor license are Sunday - Thursday 6 AM to Midnight and Friday & Saturday 6 AM to 1 AM. Chicago Culinary Kitchen located at 773 N. Quentin Road currently holds a Class G (Beer and Wine) and Class P (Caterer) Liquor License.

KEY ISSUES: A copy of the application and business plan is on file in the Village Manager's Office. The Petitioner will be present Monday evening to answer any questions of the Commission.

ALTERNATIVES:

1. Approve the Class D liquor license.
2. Do not approve the Class D liquor license.

RECOMMENDATION: Action is at the discretion of the Commission

BUDGET IMPACT: \$3589- Annual Fee for a Class D liquor license.

ACTION REQUIRED: Action is at the discretion of the Commission.

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

Consider a Request for a Class E (Temporary) Liquor License for the School Trivia Night Fundraiser at St. Thomas of Villanova Parish, 1201 E. Anderson Drive

BACKGROUND: St. Thomas of Villanova Parish, located at 1201 E. Anderson Drive, is requesting a one day liquor license for the sale of alcoholic beverages in conjunction with their School Trivia Night Fundraiser. The Trivia Night will be held in the Parish Center Building on Saturday, May 2, 2020 from 6 - 11 PM.

KEY ISSUES: A diagram of the serving area is attached. The hours requested are consistent with their events in past years. Members of the parish are the volunteer sellers/bartenders and they have, or will, complete the required on-line liquor training for this event. Any additional servers will be required to comply with the Police Department seminar in regard to identifications.

ALTERNATIVES

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

RECOMMENDATION: Action is at the discretion of the Commission.

ACTION REQUIRED: Action is at the discretion of the Commission.

ATTACHMENTS:

- St. Thomas School Trivia Night

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

St. Thomas of Villanova Parish Office
 1201 East Anderson Drive
 Palatine, IL 60074
 February 24, 2020

VILLAGE MANAGER
 FEB 26 2020
 VILLAGE OF PALATINE

Reid Ottesen
 Village of Palatine
 200 East Wood St
 Palatine, IL 60067

Dear Mr. Ottesen,

On behalf of St. Thomas of Villanova parish community, I would like to request a temporary license to serve beer, wine, and mixed drinks at the St. Thomas of Villanova School Trivia Night.

This event will be on Saturday, May 2, 2020 from 6:00 pm to 11:00pm. It will be held in our Parish Center Building, 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.

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 [REDACTED] at the St. Thomas Parish Office at 1201 East Anderson, Palatine, IL 60074 [REDACTED]

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: St. Thomas School Trivia Night (St. Thomas of Villanova School Trivia Night 2020)

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 School Trivia Night		First time event? ☐ Yes ☒ No	
Exact Address of Event 1201 E. Anderson Drive, Palatine, IL 60074			
Date(s) of Event May 2, 2020		Hours of Event 6 PM thru 11:00 PM	
Phone number/website for publication 847-358-6999		Estimated attendance 200	Last year's actual attendance Not sure
Describe the events community and/or cultural benefit Fund raiser for Parish School			

CONTACT INFORMATION

Name of Sponsoring Organization St. Thomas of Villanova		Contact person from Sponsoring Organization [REDACTED]	
Sponsoring Organization Address [REDACTED]		City [REDACTED]	Zip [REDACTED]
Name of Organizer/Coordinator [REDACTED]		Email [REDACTED]	
Organizer/Coordinator Address [REDACTED]		City [REDACTED]	Zip [REDACTED]
Phone Number [REDACTED]	Cell Phone Number [REDACTED]	Fax Number [REDACTED]	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service		Time from: (am/pm)		Time to: (am/pm)		Type of Alcoholic Beverages
Date May 2, 2020		6:00 PM		11:00 PM		☒ Beer
						☒ 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.

Deanna J. Burt
Signature of Organizer

February 24, 2020
Date

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

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.

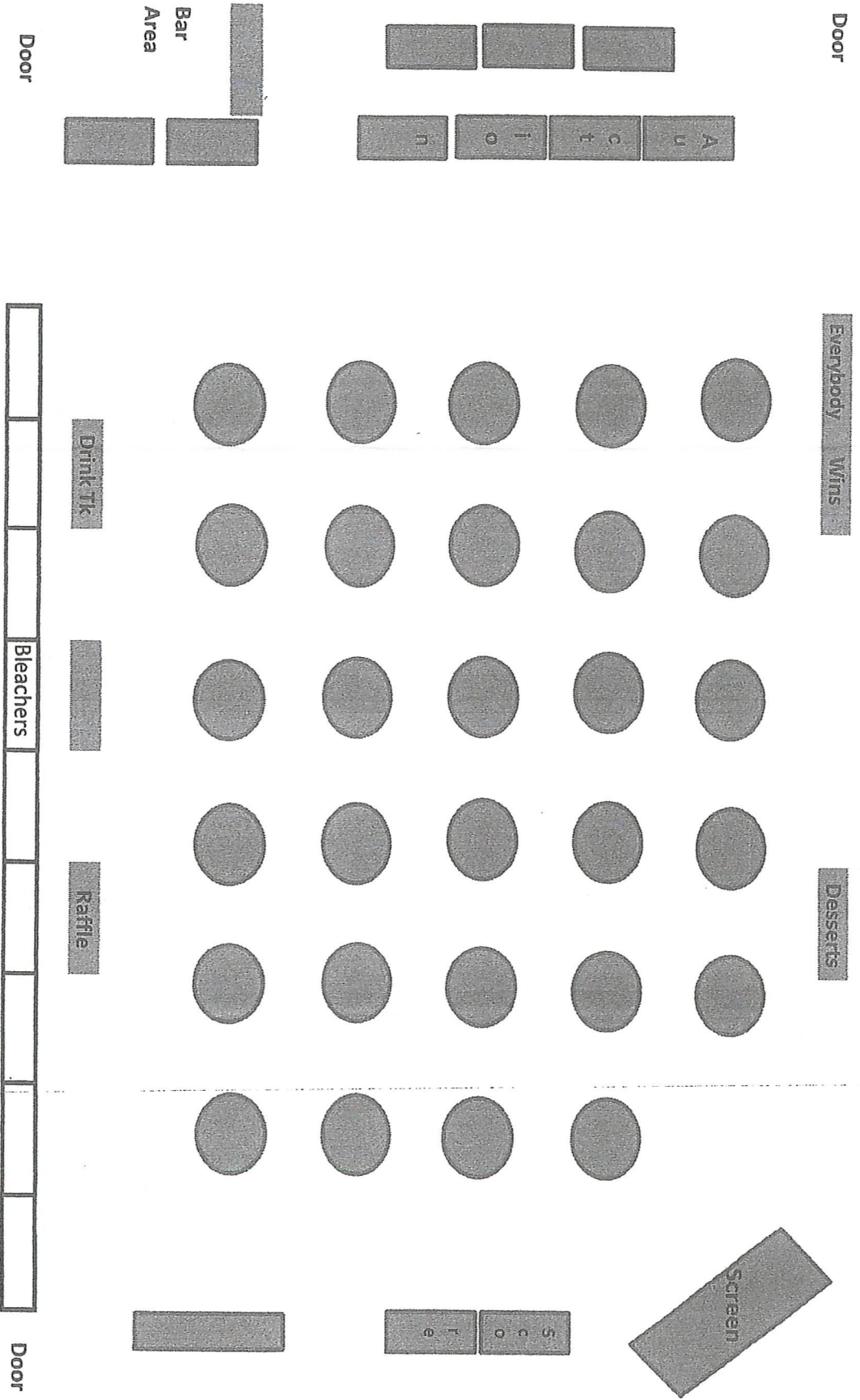
SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

Attachment: St. Thomas School Trivia Night (St. Thomas of Villanova School Trivia Night 2020)

If applicable the following must be included:

- ☐ Location of food vendors (F)
- ☐ Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- ☐ Public entrances and exits
- ☐ Location of sound stages and amplified sound





CERTIFICATE OF LIABILITY INSURANCE

3.2.a

DATE (MM/DD/YYYY)

2/24/2020

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	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Underwriters at Lloyd's London	15792
	INSURER B: American Alternative Insurance Corp	19720
	INSURER C: Safety National Casualty Corporation	15105
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1734875410 **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:			BP1000919	7/1/2019	7/1/2020	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			BP1000919	7/1/2019	7/1/2020	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			R2A2FF000000904	7/1/2019	7/1/2020	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		N/A	BP1000919 SP4061043	7/1/2019 7/1/2019	7/1/2020 7/1/2020	☒ 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			BP1000919 R2A2FF000000904	7/1/2019 7/1/2019	7/1/2020 7/1/2020	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, 1201 E. ANDERSON DRIVE, PALATINE, IL 60074

"ST. THOMAS OF VILLANOVA PARISH TRIVIA NIGHT" ON SATURDAY, MAY 2, 2020 (6:00 PM - 11:00 PM) IN THE GYM.

ADDITIONAL INSURED: VILLAGE OF PALATINE AND IT'S ELECTED AND APPOINTED OFFICIALS, EMPLOYEES AND AGENTS, 200 E. WOOD STREET PALATINE, IL 60067

CERTIFICATE HOLDER

ILLINOIS LIQUOR CONTROL COMMISSION
VILLAGE OF PALATINE
200 E. WOOD STREET
PALATINE IL 60067

CANCELLATION

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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