



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

AGENDA

MARCH 13, 2023

Regular Meeting

7:05 PM

I. ROLL CALL

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - February 13, 2023

III. AGENDA ITEMS

1. Consider an Application for a Class E (Temporary) Liquor License for the "Time and Talent Auction" Fund Raising Event at Countryside Church Unitarian Universalist, 1025 N. Smith Street
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

IV. ADJOURNMENT

Motion to Adjourn



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PALATINE LIQUOR COMMISSION

MINUTES

FEBRUARY 13, 2023

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:39 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 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 - January 9, 2023 - **Accepted**

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

III. AGENDA ITEMS

- Consider an Application for a Class B (Package Liquor Store) Liquor License for Inverness Wine & Spirits Located at 1565 N. Quentin Road - **Approved by Voice Vote**

Minutes Acceptance: Minutes of Feb 13, 2023 7:05 PM (Minutes Approval)

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

2. Consider an Application for a Class D (Restaurant) Liquor License for Relish Catering Kitchen Located at 512 W. Northwest Highway - **Approved by Voice Vote**

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

3. Consider an Application for a Class E (Temporary) Liquor License for the Village of Palatine's Downtown Palatine Street Fest on August 25 - 27, 2023 - **Approved by Voice Vote**

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

IV. ADJOURNMENT – Time: 7:41 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

Consider an Application for a Class E (Temporary) Liquor License for the "Time and Talent Auction" Fund Raising Event at Countryside Church Unitarian Universalist, 1025 N. Smith Street

BACKGROUND:

The Countryside Church Unitarian Universalist, at 1025 N. Smith Street, is requesting a one-day liquor license for the sale of beer and wine in conjunction with their "Time and Talent Auction" fund raising event. The event will be held on Saturday, May 13, 2023 from 5 to 10 PM and food will be served.

KEY ISSUES:

A diagram of the serving area is attached. The hours requested are similar with prior years. All servers will be required to comply with the Police Department seminar regarding identifications. Once the Liquor Commission has approved the request, Countryside Church Unitarian Universalist will obtain the required State of Illinois liquor license.

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:

- Countryside Church

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 Time and Talent Auction		First time event? ☐ Yes ☒ No	
Exact Address of Event Countryside Church UU 1025 Smith Road, Palatine IL 60007			
Date(s) of Event		Hours of Event	
Phone number/website for publication		Estimated attendance	Last year's actual attendance
Describe the events community and/or cultural benefit Fundraiser for four of the church's nonprofit service partners			

CONTACT INFORMATION

Name of Sponsoring Organization Countryside Church UU		Contact person from Sponsoring Organization Michael Berry	
Sponsoring Organization Address 1025 Smith Road		City Palatine	Zip 60007
Name of Organizer/Coordinator Countryside Church Unitarian Universalist		Email info@ccuu.org	
Organizer/Coordinator Address 1025 Smith Road		City Palatine	Zip 60007
Phone Number 847-359-8440	Cell Phone Number 847-532-0946	Fax Number	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service		Time from: (am/pm)		Time to: (am/pm)		Type of Alcoholic Beverages
May 13, 2023		5 PM		10PM		☒ 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

Michael Berry
 Signature of Organizer

3/8/23
 Date

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

VILLAGE OF PALATINE

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SITE PLAN

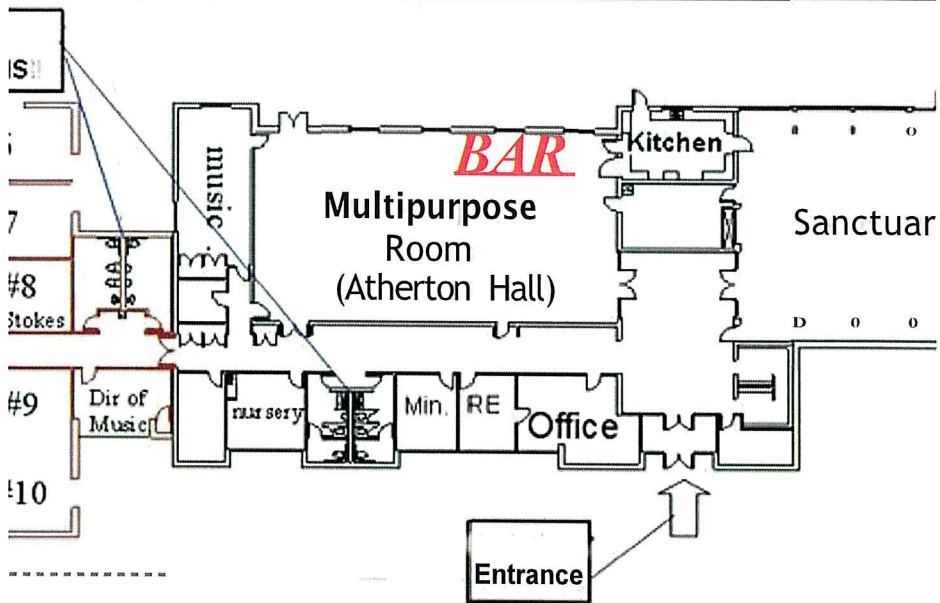
Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

Attachment: Countryside Church (Countryside Church Temporary Liquor License Request)

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

TEMPORARY EVENT LIQUOR LICENSE APPLICATION



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 Activity Center at the church on Saturday, May 6, 2023 from 6 to 11:00 p.m.

KEY ISSUES:

A diagram of the serving area is attached. The hours requested are consistent with their events from prior years. Members of the parish are the volunteer sellers/bartenders and they have, or will, complete the required online 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 Trivia Night

200 East Wood Street • Palatine, IL 60067-5339
Telephone (847) 359-9050 • Fax (847) 359-9094
www.palatine.il.us

THIS FORM MUST BE SUBMITTED 20 BUSINESS DAYS PRIOR TO THE EVENT

Est. Attendance: 150

Zip: 60074

11:00 pm



CERTIFICATE OF LIABILITY INSURANCE

DATE **3.2.a**
2/21/2023

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 POLICY 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 this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 2850 Golf Rd Rolling Meadows IL 60008		CONTACT NAME: Gallagher Bassett Services, Inc. PHONE (A/C, No, Ext): 866-829-8486 E-MAIL: cbccerts@gbtpa.com 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	NAIC 1579
		INSURER B: American Alternative Insurance Corp	1972
		INSURER C: Safety National Casualty Corporation	1510
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1393069389

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 ☐ PROJECT ☐ 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 ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ 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		N/A	BP1000922 SP4067124	7/1/2022 7/1/2022	7/1/2023 7/1/2023	☒ PER STATUTE ☐ OTHER 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 "Trivia Night" on Saturday, May 6, 2023 (6:00 pm - 11:00 pm) in the Rawley Activity Center, 1201 E. Anderson Drive, Palatine, IL 6007
Additional Insured: Village of Palatine and Its Elected and Appointed Officials, employees and Agents

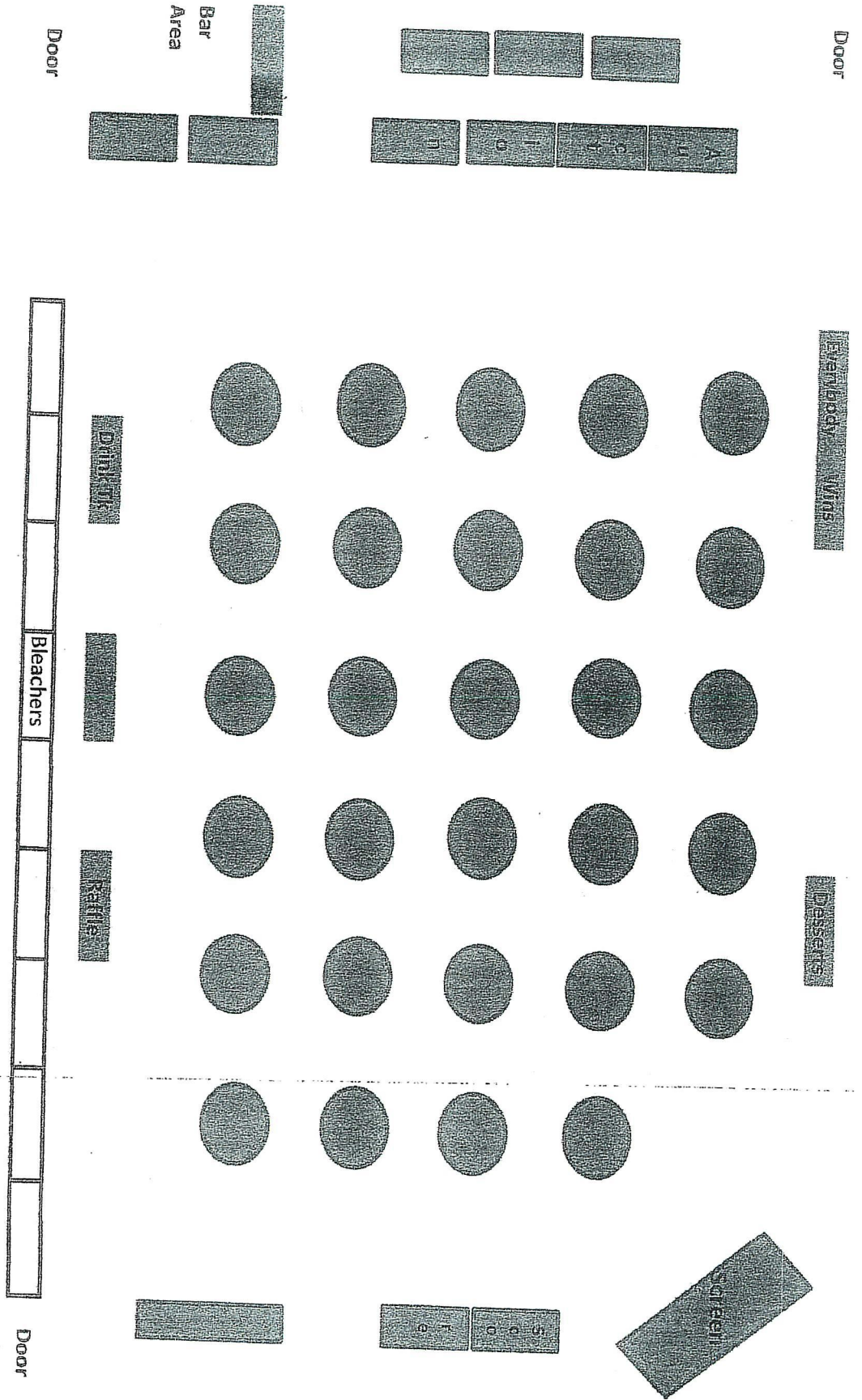
CERTIFICATE HOLDER

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



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

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

March 1st, 2023

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 6th, 2023, from 6:00 pm to 11:00 pm. We will serve Beer, Wine, and Mixed Drinks from 6:00 pm – 11:00 pm. 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.

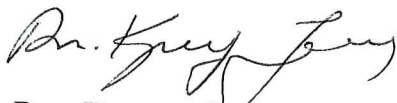
This letter is to serve as our acknowledgment that we will be serving alcohol at this event.

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: St Thomas Trivia Night (St. Thomas of Villanova School Trivia Night 2023)