

**VILLAGE OF HUNTLEY  
LIQUOR COMMISSION  
July 11, 2019  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Huntley Liquor Commission was called to order on Thursday, July 11, 2019 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Chairman Charles H. Sass; Commissioners: Ronda Goldman, Timothy Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Director of Finance Cathy Haley, Chief of Police Robert Porter, Director of Development Services Charles Nordman, Village Clerk Rita McMahon and Village Attorney John Cowlin.

**PUBLIC COMMENTS:** None

**ITEMS FOR CONSIDERATION:**

- A. Consideration - An Ordinance for the Approval and Issuance of a Class “E” Liquor License and Waiver of Fee; Animal House Shelter, Inc.; Pawfest Event at Deicke Park, August 3, 2019

Chairman Sass reported that a request has been received from the Animal House Shelter, Inc. (Shelter), 13005 Ernesti Road, to conduct an outside event and for the issuance of a Class “E” Liquor License. The Shelter is a non-profit corporation and is qualified to hold a Class “E” liquor license even though their business is not within the corporate limits. The Shelter is requesting to sell beer and wine at their Pawfest event taking place on Huntley Park District property, 12015 Mill Street on August 3, 2019.

The Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance, which provides for the issuance of certain classes of liquor licenses and establishes the number of licenses available in each class.

Staff Analysis

The Shelter is requesting the license to sell beer and wine at the Hilltop Pavilion during the hours of 12:00 pm – 4:00 pm. The pavilion will be fenced in accordingly with no removal of alcohol from the pavilion. Sellers for the alcoholic beverages will be Basset trained. A letter from the Huntley Park District has been provided authorizing the alcoholic beverages on District property.

Chairman Sass added that an application has been placed on file and reviewed by the Village Clerk’s Office. The application is being presented with the provision of the State license and insurance documents being provided closer to the date of the event. These stipulations will be included as conditions of approval in the ordinance. All other required documentation has been submitted and meets code requirements.

A Class “E” Liquor License is being requested at this time. Pursuant to the Village of Huntley Liquor Control Ordinance, a Class “E” Liquor License is a temporary license, not to exceed three days, issued 07.11.19 LC Meeting

to not-for-profit organizations with a license fee of \$75.00. The Class “E” license authorizes the retail sale of beer and wine or other alcoholic liquor specifically approved at the time of license application for consumption upon the premises where sold or offered as specified in the license. Per Village Code, no Class “E” license shall be issued until the Liquor Commission has:

1. Established the location upon the premises where beer and wine, or other approved alcoholic liquor is to be sold;
2. The hours of operation, which shall not be extended beyond those provided in §110.09;
3. The manner in which the licensee will manage crowd control and refuse pickup;
4. Proof of insurance as required by this chapter or state laws;
5. A list of members of the corporation who will be selling beer and wine, or other approved alcoholic liquor at the location pursuant to the license; and
6. Proof of permission from the owner of the premises authorizing the sale of beer and wine, or other approved alcoholic liquor during the time requested in the permit and such other requirements as the President and Village Board or Liquor Control Commission deem appropriate in the case of each particular permit.

Chairman Sass informed the Liquor Commission, a representative from the Animal Shelter is available to answer any questions.

Chairman Sass asked if the Liquor Commission had any comments or questions. Trustee Kanakaris questioned having a class available for this type of event. Mayor Sass said it qualifies for the Class “E” non-profit event license and that the State liquor license is also required.

Chairman Sass asked if there were any additional questions. There were none.

**A MOTION was made to approve an Ordinance approving the Issuance of a Class “E” Liquor License to the Animal House Shelter, Inc. for the 2019 Pawfest and Waiver of Fees subject to the following conditions of approval:**

- 1. A Temporary Use Permit must be applied for and obtained from the Development Services Department.**
- 2. The beer and wine can only be sold and consumed only in the designated fenced pavilion.**
- 3. Anyone serving or selling alcohol must be BASSET trained.**
- 4. The Shelter agrees to meet with Village Staff as soon as possible to present final security, parking and any other pertinent logistical information for the safe and orderly operation of the event.**
- 5. Petitioner must show proof of the State of Illinois Liquor License before the Village of Huntley Class “E” Liquor License becomes effective.**

**MOTION: Commissioner Leopold**

**SECOND: Commissioner Kanakaris**

**AYES: Commissioners: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg**

**NAYS: None**

**ABSENT: None**

**The Motion Carried: 6-0-0**

**EXECUTIVE SESSION: None**

**POSSIBLE ACTION ON ANY CLOSED SESSION ITEMS:** None

**OTHER BUSINESS:** None

**ADJOURNMENT:**

**There being no further business to discuss, a MOTION was made to adjourn the hearing at 7:02 p.m.**

**MOTION: Commissioner Piwko**

**SECOND: Commissioner Westberg**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Rita McMahon  
Village Clerk