

**VILLAGE OF HUNTLEY  
LIQUOR COMMISSION HEARING  
August 12, 2021  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Huntley Liquor Commission was called to order on Thursday, August 12, 2021 at 8:22 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Chairman Timothy Hoeft; Commissioners: Ronda Goldman, Mary Holzkopf, Curt Kittel, and Harry Leopold.

**ABSENT:** Commissioners: Niko Kanakaris and JR Westberg

**IN ATTENDANCE:** Village Manager David Johnson, Deputy Village Manager Lisa Armour, Chief Robert Porter, Director of Development Services Charles Nordman, and Village Attorney Betsy Gates-Alford.

1. Consideration - An Ordinance for the Approval and Issuance of a Class “E” Liquor License and Waiver of Fee; St. Mary Church, 10307 Dundee Road - 2021 Parish Fall Fest

Village Manager David Johnson reported that the Village 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.

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 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. 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.

Staff Analysis

The Liquor Commission is being presented with the request from St. Mary Catholic Church (Church) for the issuance of a Class “E” Liquor License. The request to sell beer and wine only is for the Parish Fall Fest taking place on church property, 10307 Dundee Road on October 2, 2021. The Church is requesting the license to operate a beer garden for one day only during the hours of 3:00 pm to 9:00 pm with serving ending at 8:30 pm.

The beer garden area will be fenced off and no alcohol will be removed from this area. The tent being used for the beer garden is 40’ x 80’. Servers will be all members of the Knights of Columbus, have been Basset trained and will be the only members to perform the ID check to provide a wrist band and serve the alcohol.

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 being provided. All other required documentation have been submitted and meets code requirements.

Financial Impact

St. Mary Church is requesting waiver of the payment of the \$75.00 fee. The Commission has waived the fee in the past.

Legal Analysis

Section 110 of the Village Code of Ordinances regulates liquor sale in the Village. The application has been reviewed and is in compliance with Section 110: Alcoholic Beverages requirements.

Village Manager Johnson reported that a representative of St. Mary Church was in attendance to answer questions.

Mayor Hoeft asked if the Liquor Commission had any comments or questions; there were none.

**A MOTION was made to approve an Ordinance approving the issuance of a Class “E” Liquor License to St. Mary Catholic Church for the 2021 St. Mary Parish Fall Fest 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. A Temporary Sign Permit must be applied for and obtained from the Development Services Department.**
- 3. The approved alcohol can only be sold and consumed in the designated beer garden area.**
- 4. Anyone serving or selling alcohol must be BASSET trained.  
No less than one (1) week prior to 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 Kittle**

**SECOND: Commissioner Goldman**

**AYES: Commissioners: Goldman, Holzkopf, Kittel, and Leopold**

**NAYS: None**

**ABSENT: Commissioners: Kanakaris and Westberg**  
**The motion carried: 4-0 2**

**A MOTION was made to amend the Liquor Commission Agenda to add an Executive Session for the purpose of discussion litigation action pending.**

**MOTION: Commissioner Leopold**  
**SECOND: Commissioner Kittle**  
**AYES: Commissioners: Goldman, Holzkopf, Kittel, and Leopold**  
**NAYS: None**  
**ABSENT: Commissioners: Kanakaris and Westberg**  
**The motion carried: 4-0 2**

**A MOTION made at 8:26 p.m. to Enter into Executive Session for the purpose of discussing a litigation action pending.**

**MOTION: Commissioner Holzkopf**  
**SECOND: Commissioner Leopold**  
**AYES: Commissioners: Goldman, Holzkopf, Kittel, and Leopold**  
**NAYS: None**  
**ABSENT: Commissioners: Kanakaris and Westberg**  
**The motion carried: 4-0 2**

**A MOTION was made at 9:07 p.m. to Exit Executive Session.**

**MOTION: Commissioner Leopold**  
**SECOND: Commissioner Kittle**  
**AYES: Commissioners: Goldman, Holzkopf, Kittel, and Leopold**  
**NAYS: None**  
**ABSENT: Commissioners: Kanakaris and Westberg**  
**The motion carried: 4-0 2**

2. Continuation of the Hearing on Notice of Violations – Topsy’s Bar & Pizza; 10753 Dundee Road

Chairman Hoeft stated that the Respondent, Topsy’s Bar and Pizza LLC, has submitted to the Commission a signed Admission of Violations and Waiver of Hearing with proposed terms for settlement of the alleged violations. Chairman Hoeft asked for a motion to accept and approve the Admission of Violations and Waiver of Hearing.

**A MOTION was made to accept and approve the Admission of Violations and Waiver of Hearing.**

**MOTION: Commissioner Kittle**  
**SECOND: Commissioner Leopold**  
**AYES: Commissioners: Goldman, Holzkopf, Kittel, and Leopold**  
**NAYS: None**  
**ABSENT: Commissioners: Kanakaris and Westberg**  
**The motion carried: 4-0 2**

**PUBLIC COMMENTS: None**

**OTHER BUSINESS:**       None

**There being no further business to discuss, a motion was made at 9:09 p.m. to close the Liquor Hearing.**

**MOTION:   Commissioner Leopold**

**SECOND:   Commissioner Holzkopf**

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

Respectfully submitted,

Barbara Read  
Recording Secretary