

**Please practice social distancing while attending this meeting.
If social distancing is not possible please wear a mask.**

**AGENDA
CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. MAUREEN LEWIS, CHAIR
MONDAY, OCTOBER 19, 2020
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Administrative**
 - a. Fuel Tax Information August, 2020
 - b. Video Gaming Information September, 2020
- 4. Omnibus Vote**

Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.
- 5. Police Department**
 - a. Recommendation to approve a Proposal for a D10 Liquor License Application for Urban Air, Located at 2732 E. Main St., St. Charles.
 - b. Recommendation to approve a Proposal for an A1 Liquor License Application for MP's Liquor, Wine & Beer, Located at 201 W. Main St., St. Charles.
- 6. Finance Department**
 - *a. Budget Revisions September, 2020
- 7. Additional Items from Mayor, Council, Staff, or Citizens.**
- 8. Executive Session**
 - Personnel – 5 ILCS 120/2(c)(1)
 - Pending Litigation – 5 ILCS 120/2(c)(11)
 - Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
 - Property Acquisition – 5 ILCS 120/2(c)(5)
 - Collective Bargaining – 5 ILCS 120/2(c)(2)
 - Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)
- 9. Adjournment**

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

**AGENDA ITEM EXECUTIVE SUMMARY****Agenda Item number: 3a**

Title:

City of St. Charles Fuel Tax Receipts August 2020 –
Information Only

Presenter:

Chris Minick, Director of Finance

Meeting: Government Operations Committee

Date: October 19, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary (*if not budgeted please explain*):**Attachments** (*please list*):

FY 20/21 City of St. Charles Local Fuel Tax Receipts – August, 2020

Recommendation/Suggested Action (*briefly explain*):

None – For Information Only

**City of St. Charles
Local Fuel Tax Receipts
Fiscal Year 2020-2021**

LIABILITY PERIOD	PAYMENT RECEIVED	TOTAL REVENUE RECEIVED
May-20	June-20	\$ 27,659.79
June-20	July-20	\$ 36,576.69
July-20	August-20	\$ 39,361.18
August-20	September-20	\$ 39,209.55
September-20	October-20	\$ -
October-20	November-20	\$ -
November-20	December-20	\$ -
December-20	January-21	\$ -
January-21	February-21	\$ -
February-21	March-21	\$ -
March-21	April-21	\$ -
April-21	May-21	\$ -
TOTALS		\$ 142,807.21

The local fuel tax rate is two cents per gallon (\$0.02/gallon) and applies to motor fuel retail purchases within the City of St. Charles.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 3b

Title: Video Gaming Statistics – Information Only

Presenter: Jim Keegan, Chief of Police

Meeting: Government Operations Committee

Date: October 19, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Latest statistics on video gaming and what businesses have been approved by the state and city staff of the St. Charles Police Department, pending applications into the state for approval, and January, 2012 – September, 2020 report for St. Charles Video Gaming Revenue as of September 2020.

Attachments *(please list):*

- Table – Current Licensed Video Gaming Establishments/Pending Applicants
- Illinois Gaming Board Video Gaming Report – January, 2012 – September, 2020
- Illinois Gaming Board Video Gaming Report - September, 2020

Recommendation/Suggested Action *(briefly explain):*

None – For Information Only

City of St. Charles Video Gaming Statistics September, 2020

LICENSED ESTABLISHMENTS	CORPORATION NAME	ADDRESS	
Alexanders Café	Alexanders Café, Inc.	1650 W. Main St.	St. Charles
Alibi Bar & Grill	Alibi Bar & Grill, Ltd.	12 N. 3rd St.	St. Charles
Alley 64	Alley 64, Inc.	212 W. Main St.	St. Charles
Arcada Theatre	Onesti Entertainment Corp.	105 E Main St.	St. Charles
Rookies 1, All American Pub	BK & MM Ventures, LLC	1545 W. Main St.	St. Charles
The Crazy Fox Bar & Grille	Crazy Fox, LLC	104 E Main St	St. Charles
Dawn's Beach Hut	Dawn's Café, LTD	8 N Third St.	St. Charles
Main Street Pub	Main Street Pub	204 W Main St	St. Charles
The Filling Station	Health Nuts, Ltd.	300 W Main St.	St. Charles
St. Charles Bowl	LA Manson Corp.	2520 W Main St	St. Charles
Second Street Tavern	Mark VII Hospitality, Ltd.	221 S. 2nd Street	St. Charles
Brown's Chicken	NLHM, Inc.	1910 Lincoln Highway	St. Charles
The Evergreen Pub & Grill	Northwoods Pub and Grill, LLC	1400 W Main St	St. Charles
R House	SCMC Enterprises, Inc.	214 W Main Street	St. Charles
Riverside Pizza & Pub	Riverside Pizza, Inc.	102 E Main St	St. Charles
Spotted Fox Ale House	St. Charles Sports LLC	3615 E. Main St.	St. Charles
Tap House Grill	Tap House Grill St. Charles, LLC	3341 W Main St.	St. Charles
St. Charles Moose Lodge 1368	St Charles Moose Lodge 1368	2250 W Rt. 38	St. Charles
PENDING ESTABLISHMENTS	CORPORATION NAME	ADDRESS	
Charlie Fox's Pizzeria & Eatery	Charlie Fox's Pizzeria & Eatery, LLC	3341 W Main Street, #7	St. Charles
Salerno's on the Fox	Salerno and Son's, Inc.	320 N 2 nd Street	St. Charles
Throwbacks Sports Bar	Jay's & N Inc.	1890 W Main Street	St. Charles
Yummy Place	Yummy Place Burrito Los Asaderos, Inc.	2400 E. Main Street	St. Charles

**ILLINOIS GAMING BOARD
VIDEO GAMING REPORT**

St. Charles

September 2020

10/14/2020

8:22 am

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution			
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	Net Terminal Income	NTI Tax	State Share	Municipality Share	
St. Charles	Alley 64, INC.	160702383	5	\$642,831.10	\$588,987.62	\$53,843.48	\$208,477.00	\$154,633.52	\$53,843.48	\$18,306.84	\$15,614.66	\$2,692.18	
St. Charles	BK & MM VENTURES LLC	160702415	5	\$349,546.29	\$320,221.31	\$29,324.98	\$107,813.00	\$78,488.02	\$29,324.98	\$9,970.50	\$8,504.25	\$1,466.25	
St. Charles	CRAZY FOX, LLC	170701805	5	\$189,125.26	\$168,812.04	\$20,313.22	\$48,614.00	\$28,300.76	\$20,313.24	\$6,906.54	\$5,890.87	\$1,015.67	
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$12,165.18	\$10,781.79	\$1,383.39	\$4,654.00	\$3,270.61	\$1,383.39	\$470.35	\$401.18	\$69.17	
St. Charles	HDF Entertainment, LLC	180702511	5	\$136,908.86	\$120,049.58	\$16,859.28	\$41,437.00	\$24,577.97	\$16,859.03	\$5,732.06	\$4,889.11	\$842.95	
St. Charles	HEALTH NUTS, LTD.	180702391	5	\$145,400.79	\$135,635.27	\$9,765.52	\$47,553.00	\$37,787.48	\$9,765.52	\$3,320.29	\$2,832.01	\$488.28	
St. Charles	L. A. MANSON CORPORATION	160703156	5	\$133,575.37	\$119,921.41	\$13,653.96	\$41,769.00	\$28,115.04	\$13,653.96	\$4,642.35	\$3,959.65	\$682.70	
St. Charles	MARK VII HOSPITALITY LIMITED	170702225	5	\$403,602.64	\$376,643.17	\$26,959.47	\$112,958.00	\$85,999.08	\$26,958.92	\$9,165.99	\$7,818.05	\$1,347.94	
St. Charles	NLHM Inc.	160702847	4	\$132,787.88	\$118,288.23	\$14,499.65	\$35,177.00	\$20,677.35	\$14,499.65	\$4,929.92	\$4,204.94	\$724.98	
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$506,469.25	\$459,396.15	\$47,073.10	\$168,900.00	\$121,826.90	\$47,073.10	\$16,004.89	\$13,651.23	\$2,353.66	
St. Charles	Riverside Pizza, Inc.	160702553	5	\$199,321.84	\$185,746.14	\$13,575.70	\$67,743.00	\$54,167.50	\$13,575.50	\$4,615.67	\$3,936.90	\$678.77	
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$402,900.55	\$379,242.47	\$23,658.08	\$107,249.00	\$83,590.97	\$23,658.03	\$8,043.76	\$6,860.85	\$1,182.91	
St. Charles	SCMC ENTERPRISES, INC.	190702660	5	\$15,457.65	\$13,498.03	\$1,959.62	\$7,426.00	\$5,465.23	\$1,960.77	\$666.66	\$568.62	\$98.04	
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$83,370.74	\$79,298.05	\$4,072.69	\$28,305.00	\$24,232.31	\$4,072.69	\$1,384.71	\$1,181.07	\$203.64	
St. Charles	TAP HOUSE GRILL ST. CHARLES, LLC	170702248	5	\$182,679.73	\$170,659.27	\$12,020.46	\$62,775.00	\$50,754.69	\$12,020.31	\$4,086.89	\$3,485.88	\$601.01	
REPORT TOTAL:			15 Establishments	71	\$3,536,143.13	\$3,247,180.53	\$288,962.60	\$1,090,850.00	\$801,887.43	\$288,962.57	\$98,247.42	\$83,799.27	\$14,448.15

**ILLINOIS GAMING BOARD
VIDEO GAMING REPORT**

St. Charles

January 2012 - September 2020

10/14/2020

8:22 am

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	Net Terminal Income	NTI Tax	State Share	Municipality Share
St. Charles	A'Salute' Inc.	160702452	2	\$2,091,601.88	\$1,923,949.67	\$167,652.21	\$577,279.00	\$409,626.79	\$167,652.21	\$50,296.35	\$41,913.65	\$8,382.70
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$448,186.83	\$410,300.14	\$37,886.69	\$160,719.00	\$122,831.26	\$37,887.74	\$11,705.71	\$9,819.24	\$1,886.47
St. Charles	Alley 64, INC.	160702383	5	\$23,406,805.79	\$21,737,776.13	\$1,669,029.66	\$8,099,809.00	\$6,430,705.09	\$1,669,103.91	\$515,451.25	\$431,995.82	\$83,455.43
St. Charles	BK & MM VENTURES LLC	160702415	5	\$17,815,463.47	\$16,418,264.10	\$1,397,199.37	\$5,374,631.00	\$3,977,350.39	\$1,397,280.61	\$431,378.48	\$361,514.25	\$69,864.23
St. Charles	CRAZY FOX, LLC	170701805	5	\$2,848,169.00	\$2,566,541.57	\$281,627.43	\$858,223.00	\$576,595.46	\$281,627.54	\$90,205.04	\$76,123.60	\$14,081.44
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$969,183.68	\$889,702.53	\$79,481.15	\$313,235.00	\$233,752.50	\$79,482.50	\$24,196.81	\$20,222.65	\$3,974.16
St. Charles	DAWN'S VOODOO ROOM, LTD.	170702226	3	\$131,639.05	\$114,092.97	\$17,546.08	\$48,098.00	\$30,551.92	\$17,546.08	\$5,263.94	\$4,386.62	\$877.32
St. Charles	GOLREN ENTERPRISES, INC.	160703386	5	\$2,363,441.27	\$2,169,177.13	\$194,264.14	\$822,559.00	\$628,294.86	\$194,264.14	\$58,279.92	\$48,566.66	\$9,713.26
St. Charles	HDF Entertainment, LLC	180702511	5	\$1,524,135.91	\$1,388,407.43	\$135,728.48	\$537,849.00	\$402,120.52	\$135,728.48	\$44,585.70	\$37,799.30	\$6,786.40
St. Charles	HEALTH NUTS, LTD.	180702391	5	\$2,082,660.73	\$1,906,935.96	\$175,724.77	\$780,506.00	\$604,781.23	\$175,724.77	\$55,942.84	\$47,156.49	\$8,786.35
St. Charles	KILLOUGH LLC	160702650	4	\$323,128.13	\$297,527.05	\$25,601.08	\$127,669.00	\$102,067.92	\$25,601.08	\$7,680.48	\$6,400.40	\$1,280.08
St. Charles	L. A. MANSON CORPORATION	160703156	5	\$5,176,682.79	\$4,730,777.62	\$445,905.17	\$1,582,751.00	\$1,136,845.83	\$445,905.17	\$137,226.32	\$114,930.84	\$22,295.48
St. Charles	MARK VII HOSPITALITY LIMITED	170702225	5	\$14,487,643.17	\$13,381,920.39	\$1,105,722.78	\$4,241,352.00	\$3,135,602.72	\$1,105,749.28	\$347,660.51	\$292,372.94	\$55,287.57
St. Charles	NLHM Inc.	160702847	4	\$3,982,733.54	\$3,655,660.06	\$327,073.48	\$1,063,765.00	\$736,691.52	\$327,073.48	\$102,686.88	\$86,333.06	\$16,353.82
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$14,620,038.73	\$13,369,602.40	\$1,250,436.33	\$4,887,317.00	\$3,636,880.67	\$1,250,436.33	\$387,048.78	\$324,526.78	\$62,522.00
St. Charles	Panman, LLC	160703257	5	\$20,167.79	\$17,246.68	\$2,921.11	\$8,129.00	\$5,207.89	\$2,921.11	\$876.43	\$730.36	\$146.07
St. Charles	Pub 47 St Charles Inc.	180700422	5	\$451,127.23	\$407,893.79	\$43,233.44	\$150,077.00	\$106,843.56	\$43,233.44	\$12,970.29	\$10,808.58	\$2,161.71
St. Charles	Ram Restaurant Group Inc.,	180700820	5	\$332,529.45	\$302,216.78	\$30,312.67	\$121,311.00	\$90,998.02	\$30,312.98	\$9,094.21	\$7,578.51	\$1,515.70
St. Charles	Riverside Pizza, Inc.	160702553	5	\$7,733,399.95	\$7,097,370.87	\$636,029.08	\$2,588,093.00	\$1,951,834.86	\$636,258.14	\$198,532.83	\$166,719.85	\$31,812.98
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$11,505,204.55	\$10,596,721.38	\$908,483.17	\$3,343,809.00	\$2,435,324.77	\$908,484.23	\$283,956.02	\$238,531.67	\$45,424.35
St. Charles	SCMC ENTERPRISES, INC.	190702660	5	\$59,250.99	\$54,609.99	\$4,641.00	\$25,107.00	\$20,464.85	\$4,642.15	\$1,567.60	\$1,335.50	\$232.10
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$6,425,748.93	\$5,838,795.50	\$586,953.43	\$2,176,714.00	\$1,589,760.57	\$586,953.43	\$179,850.96	\$150,503.03	\$29,347.93
St. Charles	TAP HOUSE GRILL ST. CHARLES, LLC	170702248	5	\$5,307,648.18	\$4,908,887.00	\$398,761.18	\$1,651,306.00	\$1,252,542.66	\$398,763.34	\$126,431.85	\$106,493.50	\$19,938.35
REPORT TOTAL:				\$124,106,591.04	\$114,184,377.14	\$9,922,213.90	\$39,540,308.00	\$29,617,675.86	\$9,922,632.14	\$3,082,889.20	\$2,586,763.30	\$496,125.90



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 5a

Title:

Recommendation to approve a Proposal for a D10 Liquor License Application for Urban Air, Located at 2732 E. Main St., St. Charles.

Presenter:

Police Chief James Keegan

Meeting: Government Operations Committee

Date: October 19, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Urban Air, owned and operated by Playville LLC, is operating at the former Butera site located at 2732 E. Main St. The business is already in operation and would like to add a liquor component to their business.

Please see the attached documents supporting this request.

Pursuant to this item being presented at the Government Operations Committee Meeting on October 19, 2020 to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 pm, the same day, to process and move it forward to this Committee. This item will then continue on to the City Council Meeting scheduled on November 2, 2020 for final approval.

Attachments *(please list):*

Summary, Liquor License Application, Floor Plan, Business Plan

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a proposal for a D10 Liquor License application for Urban Air, located at 2732 E. Main St., St. Charles.



Memo

Date: 10/12/2020

To: The Honorable Ray Rogina, Mayor-Liquor Commissioner

From: James Keegan, Chief of Police *J. Keegan #300*

Re: Background Investigation-Liquor Establishment/D-10 (Urban Air/2732 E. Main Street)

The purpose of this memorandum is to document and forward to your attention the results of the background investigation conducted by members of the St. Charles Police Department concerning the above mentioned establishment.

Urban Air is now operational at the former Butera Finer Foods (Foxfield Commons) and is looking to offer on-site alcohol consumption in their self-contained snack shop. This is a new business venture that is marketed as a "family adventure park).

A detective was assigned this investigation and reviewed both the site location/floor plans and the corresponding application material. We found nothing of a derogatory nature that would preclude either the site location or the applicant from moving forward with on-site consumption, subject to City Council approval.

This is a new D-10 liquor classification recently approved by the City Council in anticipation of the aforementioned business. Its conveys are outlined below:

- *Class D-10 licenses shall authorize the retail sale of alcoholic liquors for consumption on the premises of an entertainment venue or theater, for consumption on the premises as determined in an approved site plan from a service bar or snack shop. Such licenses shall only be issued to establishments where the service of alcoholic beverages is ancillary and incidental to entertainment services.*

Thank you in advance for your consideration in this matter.



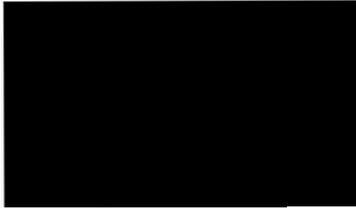
Memo

Date: 10/09/20
 To: Chief Keegan (via chain of command)
 From: Detective Crumlett
 Re: Liquor License Background, Playville LLC (Urban Air St. Charles)

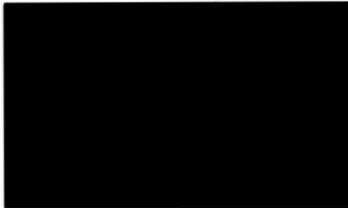
The purpose of this memo is to outline steps taken during the background investigation for a liquor license application. This investigation was done based on the application submitted for a Class D-10 license for the business, Playville LLC (Urban Air St. Charles). This business is to be located at 2732 E. Main St.

Applicants:

Hussain, Yanis



White, Kevin M.



Gracia, Cristian A.



Application:

The application was received on or around 08/26/20. The application is complete to include a signed lease, a menu, floor plan and a quote for Certificate of Insurance (dram shop). Yanis Hussain is listed as the Owner of Playville LLC. The general manager listed on the application are Kevin M. White (General Manager) and Arden Wood (Café Manager). Prior to completing the background check, I was informed Arden Wood was no longer the Café Manager. The new Café manager, Cristian A. Gracia was added to the application by General Manager White.

Records Checks:

Yanis Hussain provided two address in the past 10 years

Current address of 

Previous address of 



Hussain's fingerprints were submitted to the FBI and Illinois Bureau of Identification; their reply indicated was arrested on 02/02/1998 in Houston Texas for forgery. On 04/07/1998 Hussain took a guilty plea and was sentenced to probation and a fine.

Kevin M. White provided one residence in the past 10 plus years;

Current address of [REDACTED]

A check with the Oswego Police records showed they had one contact with Kevin White which was an arrest for a Failure to Appear (FTA) Warrant from 2017. The FTA Warrant was for a DUI and possession of Cannabis arrest with the Northern Illinois University (NIU) Police Department in 2015. I contacted the NIU police records and was informed White was arrested by the NUI police for DUI and possession of cannabis. White had agreed to a plea agreement and has satisfied the terms of the agreement. TLO showed nothing that would prohibit obtaining a liquor license. I CLEAR showed no contacts for White. SCPD also showed no contacts for White.

A check of the Kane, Dekalb, and Kendall County Circuit Court Clerk database revealed nothing that would prohibit White from obtaining a liquor license.

White has a current BASSET certification. White's fingerprints were submitted to the FBI and Illinois Bureau of Identification; their reply indicated he had two arrests as detailed above. Illinois Secretary of State LLC check on Playville LLC showed nothing preventing it from being issued a Liquor License.

Cristian A. Gracia provided three addresses of residency on the application;

Current address of [REDACTED]

Previous address of [REDACTED]

Previous address of [REDACTED]

A check with Oswego Police records and TLO showed nothing that would prohibit obtaining a liquor license.

A search of I CLEAR showed no contacts for Gracia. SCPD records also showed no contacts for Gracia.

A check of the Kane, Dekalb, and Kendall County Circuit Court Clerk database revealed nothing that would prohibit Gracia from obtaining a liquor license.

Gracia has a current BASSET certification. Gracia's fingerprints were submitted to the FBI and Illinois Bureau of Identification; their reply indicated nothing that would deny the issuance of a Liquor License.

SITE VISIT and INTERVIEW WITH APPLICANTS:

Urban Air is a “family adventure park” franchise with over one hundred and thirty locations nationwide. The first Urban air was opened in 2011 and is based out of Rockwall Texas.

On 10/07/20 I met with Kevin White and Cristian Gracia at the location for Urban Air St. Charles, 2732 East Main St. The interior of 2732 East Main St. is built to be an indoor family fun park. The entire business is inside a forty-seven thousand square foot building in the Foxfield Commons Shopping Center. The business contains a go cart track, a climbing wall, a ropes course, multiple trampolines, and bumper cars. They have a café in the back of the business that serves a limited menu including hamburgers, hotdogs, nachos, pizza, snacks and soft drinks. These food items are to be consumed in the café area where indoor seating and tables are provided. The café will handle all of the alcohol sales. I observed a separate lockable refrigerator behind the café counter where individual servings of beer and wine will be stored. Like the food, alcohol is to be consumed in the provided café area.

White became manager of Urban Air St. Charles in March of 2020. The business opened to the public on August 22, 2020. White was an employee of the Urban Air location in Naperville for a year prior to being promoted to Manager for the St. Charles location.

Cristian Gracia has been employed with Urban Air St. Charles since August 19th 2020 when he was hired as the café manager.

Notes in the application on the business plan indicate the hours of operation will be 3pm-8pm Monday thru Thursday, 3pm – 10pm Friday, 10am – 10pm Saturday, and 10am – 8pm on Sunday. There will be no live music and no outdoor seating. Smoking area will be in front of the building.

This concludes this background investigation.

CWC #355

7-24-2020

City of St. Charles, Illinois Liquor Control Commissioner
CITY RETAIL LIQUOR DEALER LICENSE APPLICATION
APPLICATION FEE IS NON REFUNDABLE



Incomplete applications will not be accepted.
Applications may be submitted to: 2 E. Main Street, St. Charles, IL 60174-1984

APPLICATION CHECKLIST

Check items to confirm all are attached to this application	Applicant	Office Use
Application Fee of \$200 (5.08.070C) Non-refundable	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completed Application for all questions applicable to your business.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Lease/Proof of Ownership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Articles of Corporation, if applicable. <i>articles of formation - pending</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completed B.A.S.S.E.T. (Beverage Alcohol Sellers & Servers Training) form - filled out for all employees. A copy of the B.A.S.S.E.T. certificate is only needed for each manager. It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for all of their employees. <i>pending for managers</i>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Site Plan for Establishment (Drawn to scale including the parking lot, patio and/or deck, outdoor seating).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Floor Plan for Establishment (Drawn to scale and must include the layout of the establishment with tables, chairs, aisles, displays, cash register, bar, and lounge area with dimensions, percentage, and square footage noted for each space). Be sure to also include all fixed objects, such as pool tables, bar stools, vending/amusement machines; as well as all exits.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Business Plan, to include: Hours of Operation Copy of Menu Whether or not live music will be played at this establishment Will there be outdoor seating and/or outdoor designated smoking area Do not include a marketing or financial plan with this business plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are any building alterations planned for this site? If not sure, please contact Building & Code Enforcement at 630.377.4406 and/or Fire Prevention Bureau at 630.377.4458 to discuss whether or not a walk-thru and/or permit are necessary. <i>No</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All managers have been fingerprinted who are employed by your establishment. When new management is hired, it is imperative you contact the Mayor's office to be fingerprinted so the City's business files are appropriately updated. <i>pending (pd)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol Tax Acknowledgement and Business Information Sheet	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OFFICIAL USE ONLY

[Signature]
Signature of Investigating Officer

353 DETECTIVE
Badge Number & Rank

Approval Recommended* Approval NOT Recommended

Signature of Chief of Police _____ Date _____

***ISSUANCE OF THIS LICENSE IS CONTINGENT ON MEETING ALL REQUIRED BUILDING AND FIRE DEPARTMENT REQUIREMENTS.**

Date Application Received: 7-21-2020

LICENSE INFORMATION:

OA Package \$3200-3600

OB Restaurant \$2400-3600 Late Night Permit 1:00am \$800 (B/C only)

OC Tavern \$2400-3600 Late Night Permit 2:00am \$2300 (B/C only)

OD Hotel/Banquet/Arcada/Q-Center/Entertainment/Club - \$varies

OG Brewery/Restaurant or Site License - \$varies

**Initial Liquor License fees for A, B, C, D, G are reduced by 50% for annual renewals and licenses issued after Nov 1.*

**Licenses are valid until April 30 following issuance and a renewal application is required for the next year (May 1-April 30) (5.08.040)*

APPLICANT INFORMATION

1. Type of Business: Individual Partnership Corporation Other (explain):

2. Business Name: Playville LLC

3. Business Address: 2732 E Main St. St Charles IL 60174

4. Type of Business (5.08.070-3): <u>Indoor Recreation</u>	5. Length of Time in this Business (5.08.070-4): <u>Not open yet</u>	6. Value of merchandise that normally will be in inventory when in operation (5.08.070-5): <u>\$ 500.00</u>	
7. Business Phone:	8. Business E-mail: <u>Yanis Urban air St. Charles.com</u>	9. Business Website: <u>Urbanair St Charles</u>	10. Illinois Tax ID Number: <u>82-4788372</u>
11. Applicant/Contact Person Name: <u>Yanis Hussain</u>	12. Title: <u>owner</u>	13. Social Security Number: [REDACTED]	

14. Applicant Home Address, and all addresses for the last 10 years: [REDACTED]

15. [REDACTED]

16. [REDACTED]

17. [REDACTED]

18. If Corporation, Corporation Name: Playville LLC

19. Corporation Address (city, state, zip code): 2732 E Main St. St. Charles IL 60174

ADDITIONAL OWNERS, INVESTORS (greater than 5% interest), and MANAGER INFORMATION

Full Name, include middle initial: Kevin white Title: General Manager

Birthdate: Birthplace: Driver's License#: Home Phone:

[REDACTED]

Home Address, and all addresses for the last 10 years: Email Address:

[REDACTED]

Full Name, include middle initial: **Arden Wood** Title: **Cafe Manager**
 Birthdate: Birthplace: Driver's License#: Home Phone:
 [Redacted]

Full Name, include middle initial: Title:
 Birthdate: Birthplace: Driver's License#: Home Phone:
 Home Address, and all addresses for the last 10 years: Email Address:

BUSINESS ESTABLISHMENT LOCATION INFORMATION

1. Exact Street Address for liquor license: 2732 E. Main St. St Charles IL. 60174	2. # Parking Spaces: 250	3. Outside Dining s.f. [17.20.020-R]: N/A	4. Total Building s.f.: 47K
5. Total # Seats: 100	6. Live Entertainment Area s.f. (5.08.010-H): NONE		
7. Brief Business Plan description based on type of establishment listed above (5.08.070-6): Family Adventure Park open year round. w/ Go Carts, Bumpercars, Trampolines, rock climbing etc. all indoor. Cafe serving hot dogs, wings, Icee, fountain drinks Beer/wine.			

PROPOSED FLOOR PLAN/LAYOUT OF PROPERTY

Attach to this application a floorplan or layout of the proposed facility to include the following:

- Every application for Liquor license shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale showing the following:
 - The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;
 - The designated use of each room or segregated area (i.e. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided);
 - The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.
- The site drawing is subject to the approval of the Local Liquor Control Commissioner. The Local Liquor Commissioner may impose such restrictions as he deems appropriate on any license by noting the same on the approved site drawing or as provided on the face of the license.
- A copy of the approved site drawing shall be attached to the approved license and is made a part of said license.
- It shall be unlawful for any licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing.

THE FIRE PREVENTION BUREAU WILL FURNISH ALL FINAL, PERMITTED OCCUPANCY NUMBERS FOR THIS LICENSE.

CORPORATION / PREMISES QUESTIONS	
1.	<p>If applicant is an individual or partnership, is each and every person a United States citizen (5.08.070-2)? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is any individual a naturalized citizen? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, print name(s), date(s), and place(s) of naturalization:</p>
2.	<p>Is the premises owned or leased (5.08.070-6A)? <input type="radio"/> Owned <input checked="" type="radio"/> Leased</p>
3.	<p>If the premises are leased, list the names and addresses of all direct owners or owners of beneficial interests in any trusts, if premises are held in trust (5.08.070-6B):</p> <p>Name of Building Owner: Fox Field Commons LLC Ryan Corcoran</p> <p>Address of Building Owner: 423 S. 2nd St. Phone Number: 630 301 2999</p> <p style="padding-left: 150px;">St Charles, IL 60174 E-mail Address: Ryan@complexmgt.com</p> <p>Mailing Address of Building Owner (if different):</p> <p>Name of Building Owner: Phone Number:</p> <p>Address of Building Owner: E-mail Address:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Name of Building Owner: Phone Number:</p> <p>Address of Building Owner: E-mail Address:</p> <p>Mailing Address of Building Owner (if different):</p>
4.	<p>Does the applicant currently operate, or operated in the past, any other establishment within the City of St. Charles that requires a liquor license? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, please list the business name(s) and address(es):</p>
5.	<p>Does applicant have any outstanding debt with the City of St. Charles, including, but not limited to, utility bills, alcohol tax, and permit fees, for any current or previous establishment owned, operated or managed by the applicant? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><i>If yes, please note the City of St. Charles requires all debt to be paid in full before consideration of a new or renewed liquor license is issued. (5.08.050)</i></p>
6.	<p>Are any improvements planned for the building and/or site that will require a building permit? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, has a building permit been applied for? <input type="radio"/> Yes <input type="radio"/> No Date of permit application _____</p>
7.	<p>Has applicant applied for a similar or other license on the premises other than the one for which this license is sought (5.08.070-7)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, what was the disposition of the application? Explain as necessary:</p>

8.	<p>Has applicant (and all persons listed on page 2 of this application) ever been convicted of a felony under any Federal or State law, or convicted of a misdemeanor opposed to decency or morality (5.08.070-8)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is applicant (and all persons listed on page 2 of this application) disqualified from receiving a liquor license by reason of any matter contained in Illinois State law and/or City of St. Charles Municipal Ordinances? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
9.	<p>List previous liquor licenses issued by any State Government or any subdivision thereof (5.08.070-9). Use additional paper if necessary.</p> <p>Government Unit: _____ Location, City/State: _____</p> <p>Date: _____ Special Explanations: _____</p> <p>Government Unit: _____ Location, City/State: _____</p> <p>Date: _____ Special Explanations: _____</p>
10.	<p>Have any liquor licenses possessed ever been revoked (5.08.070-9)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, list all reasons on a separate, signed letter accompanying this application.</p> <p>Has any director, officer, shareholder, or any of your managers, ever been denied liquor license from any jurisdiction? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, proceed to Question 15. If more space is needed, please attach a separate sheet of paper with the information.</p>
11.	<p>Complete ONLY if yes was answered to the question above (10):</p> <p>Name: _____ Name of Business: _____</p> <p>Position with the Business: _____ Date(s) of Denial: _____</p> <p>Reason(s) for Denial of License: _____</p>
12.	<p>Date of Incorporation (Illinois Corporations) (5.08.070-10): TX - Feb 11, 2019</p> <p>Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation): _____</p>
13.	<p>Has the applicant and all designated managers read and do they all understand and agree not to violate any laws of the United States, the State of Illinois, and any of the ordinances of the City of St. Charles in conducting business (5.08.070-11)? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Have you, or in the case of a corporation, the local manager, or in the case of a partnership any of the partners, ever been convicted of any violation of any law pertaining to alcoholic liquor? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Have you, or in the case of a corporation the local manager, or in the case of a partnership any of the partners, ever been convicted of a felony? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Have you ever been convicted of a gambling offense? <input type="radio"/> Yes <input checked="" type="radio"/> No (If a partnership or corporation, include all partners and the local manager(s).)</p>

Will you and all your employees refuse to serve or sell alcoholic liquor to an intoxicated person or to a minor?
 Yes No

14. All individual owners, partners, officers, directors, and/or persons holding directly or beneficially more than five (5) percent in interest of the stock of owners by interest listed on page 2 of this application must be fingerprinted by the City of St. Charles Police Department (5.08.070-A12).
 Has this been done? Yes No *pending*
 If yes, date(s):

15. Has the applicant attached proof of Dram Shop Insurance to this application or already furnished it to the City of St. Charles (5.08.060)? Yes No *pending* If already furnished, date of delivery:

16. Is the premises within 100 feet of any real property of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands, or children; and/or any military or naval station (5.08.230)?
 Yes No

B.A.S.S.E.T. TRAINING

Please list employees required to have B.A.S.S.E.T training on this page – include all managers, assistant managers, bartenders, and clerks who are permitted to make alcoholic liquor sales. Include copies of certificates for managers only and mark Manager if applicable. Add another page, if needed.

Name (First, Middle, Last): *Kevin Matthew white* Birthdate: [REDACTED]
 Home Street Address, Incl City, State, Zip: [REDACTED]
 Date of Course: Place Course was Taken: Certificate Granted? Y/N Expiration:

Name (First, Middle, Last): *Arden ~~At~~ Anderson Wood* Birthdate: [REDACTED]
 Home Street Address, Incl City, State, Zip: [REDACTED]
 Date of Course: Place Course was Taken: Certificate Granted? Y/N Expiration:

Name (First, Middle, Last): Birthdate:
 Home Street Address, Incl City, State, Zip:
 Date of Course: Place Course was Taken: Certificate Granted? Y/N Expiration:

Name (First, Middle, Last): Birthdate:
 Home Street Address, Incl City, State, Zip:
 Date of Course: Place Course was Taken: Certificate Granted? Y/N Expiration:

NEW MANAGEMENT REQUIREMENTS

Whenever a new manager comes on board, the City must be notified and that person must be fingerprinted.
 It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for their employees.

COMMENTS/ADDITIONAL INFORMATION

Business Name: Playville LLC

SIGNATURES

[Signature]
Applicant's Signature

Subscribed and sworn before me this 21st day of July, 2020



Carrie Plemons
Notary Public

ADDENDUM TO RETAIL LIQUOR LICENSE APPLICATION

To be completed by the City of St. Charles Police Department

Date: 10/09/2020 Name of Applicant: YANIS HUSSAIN, KEVIN WHITE, CRISTIAN GRACIA

Name of Business: PLAYVILLE LLC URBAN AIR ST. CHARLES

Address of Business: 2732 EAST MAIN STREET Ward Number: 2

Pursuant to the provision of the City of St. Charles Municipal Code, Chapter 5.08, Alcoholic Beverages, the following guide shall be in effect for the investigation of an applicant for a Retail Dealer's Liquor License:

1. Date on which applicant will begin selling retail alcoholic liquors at this location:
2. Is the location within 100 feet of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands or children; or any military or naval station? Yes No
3. If the answer to question 2 is yes, answer the following: Is applicant's place of business a hotel offering restaurant service, a regularly organized club, a restaurant, a food shop, or other place where the sale of alcoholic liquors is not the principal business? Yes No
 If yes, answer a, b and c:
 a. State the kind of such business: INDOOR Family Fun Park.
 b. Give date on which applicant began the kind of business named at this location:
 c. Has the kind of business designated been established at this location for such purpose prior to February 1, 1934, and carried on continuously since such time by either the applicant or any other person?
 Yes No
4. If premises for which an alcoholic liquor license is herein applied for are within 100 feet of a church, have such premises been

	<p>licensed for the sale of alcoholic liquor at retail prior to the establishment of such church? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, have the premises been continuously operated and licensed for the sale of alcoholic liquor at retail since the original alcoholic liquor license was issued therefore? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
5.	<p>Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
6.	<p>Is there any access leading from premises to any other portion of the same building or structure used for dwelling or lodging purposes and which is permitted to be used or kept accessible for use by the public? (Connection between premises and such other portion of building or structure as is used only by the applicant, his/her family and personal guests not prohibited.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
7.	<p>If applicant conducts or will conduct in the same place any other class of business in addition to that of City Retailer of Alcoholic Liquor, state the kind and nature of such business: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
8.	<p>Are all rooms where liquor will be sold for consumption on the premises continuously lighted during business hours by natural light or artificial white light so that all parts of the interior shall be clearly visible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
9.	<p>Are premises located in any building belonging to or under the control of the State of Illinois or any other political subdivision thereof, such as county, city, etc.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
10.	<p>Are the premises for which license is herein applied for a store or place of business where the majority of customers are minors of school age or where the principal business transacted consists of school books, school supplies, food or drinks for such minors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
11.	<p>It is required by the City of St. Charles that all employees undergo BASSET training. Provide a copy of the certificate of training completion for each manager. All certificates for managers have been submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
12.	<p>From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, state exceptions:</p>
13.	<p>Have all persons named in this application been fingerprinted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fingerprinted by: <u>ScPD</u> Date: <u>09/23/2020</u></p>
14.	<p>Other necessary data:</p>



HOTCHKISS
INSURANCE

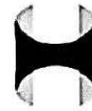
Liquor Liability

Warranted Policy Conditions

Terms are subject to the following warranted conditions based on the risk specific information provided on the application. Please note that coverage terms may be altered if any of the following conditions are not satisfied.

- The insured has no knowledge of more than 1 liquor liability and/or assault or battery claims or notification of potential liquor liability and/or assault or battery claims for this location arising out of occurrences within five years prior to the date the application is signed (excluding a liquor liability claim closed without payment because insured found not legally liable).
- The insured has no knowledge of more than three (3) citations, violations, charges or enforcement actions at this location within five (5) Years of the date of the application. Of those three (3), no more than two (2) relate to the sale or service of alcohol or criminal activities.
- Employees or other persons are not permitted to consume alcohol during the hours of employment or service.
- Only the insured and its authorized employees or members are permitted to serve alcohol. In the alternative, the insured agrees that persons serving alcohol who are not the insured's authorized employees or members are covered under a policy of liquor liability insurance with limits greater than or equal to the limits of this policy.
- The establishment closes by 2:30 AM daily. Alcohol sales cease by 2:00 AM.
- The insured does not offer beer for less than \$2.00.
- The insured does not offer liquor or wine for less than \$3.00.

This proposal contains a brief outline of coverage to be included in any policy that may be issued in the future. This is only a summary and the terms and conditions of any policy will take precedence over the proposal.



HOTCHKISS INSURANCE

Liquor Liability

Form or Endorsement Edition Date	Endorsement Title <i>(Only the endorsement titles are shown below, please review the form for a complete description of coverage, which provide the only coverage represented by this proposal.)</i>
ILP001	0104 OFAC
CG0033	1207 LIQUOR LIABILITY COVERAGE FORM
IL0017	1198 COMMON POLICY CONDITIONS
LD5S23j	0314 SIGNATURES
ALL20887	1006 CHUBB PRODUCER COMPENSATION PRACTICES & POLICIES
ALL21101	1106 TRADE OR ECONOMIC SANCTIONS ENDORSEMENT
WSG084	0511 ILLINOIS UNION INSURANCE COMPANY NOTICE
ALL39844	1010 CHUBB GROUP U.S. PRIVACY NOTICE
CG9909	1219 PREMIUM AUDIT NONCOMPLIANCE CHARGE
IL0021	0908 NUCLEAR ENERGY LIABILITY EXCLUSION
LD43271	0614 EXPANDED DEFINITION OF BODILY INJURY
LD43397	0614 EXPANDED DEFINITION OF EMPLOYEE ENCL.
LD43399	0614 SEPARATION OF INSURED'S AMENDATORY ENDORSEMENT
LD43402	0614 LIMITATION OF COVERAGE TO INSURED PREMISES ENDORSEMENT
LD43403	0215 PUNITIVE DAMAGES EXCLUSION
LD43421	0614 AMENDMENT OF PREMIUM AUDIT CONDITIONS ENDORSEMENT
LD43425	0614 DEFINITION OF "RECEIPTS"
LD43426	0614 AMENDMENT OF WHO IS AN INSURED ENDORSEMENT - NEWLY ACQUIRED OR NEWLY FORMED ORGANIZATIONS EXCLUDED
LD43428	0614 FIREARMS EXCLUSION
LD43430	0614 ADDITIONAL INSURED ENDORSEMENT - LIQUOR LICENSE HOLDER
LD43432	0614 MINIMUM EARNED PREMIUM ENDORSEMENT
LD43786	0814 WARRANTY ENDORSEMENT - EXCLUSION OF COVERAGE FOR BREACH OF ENUMERATED WARRANTIES - ONE OR FEWER PRIOR CLAIMS OR INCIDENTS
XS2X35d	0116 SERVICE OF SUIT ENDORSEMENT - ILLINOIS
SL24684	0812 ILLINOIS SURPLUS LINES NOTIFICATION
SL37994	0812 ILLINOIS DOMESTIC SURPLUS LINES INSURER NOTICE
TR51520	1118 POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

19 / 48



This proposal contains a brief outline of coverage to be included in any policy that may be issued in the future. This is only a summary and the terms and conditions of any policy will take precedence over the proposal.



**HOTCHKISS
INSURANCE**

Liquor Liability

Carrier: United States Liability Insurance Company. (A.M. Best Rating: A++, XI)

Policy Term: 7-22-20 to 7-22-21

Coverage Details

Limits of Liability	Description
\$1,000,000	Per Occurrence <i>(Includes Assault & Battery)</i>
\$2,000,000	Annual Aggregate <i>(Includes Assault & Battery)</i>
Deductible	Description
Not Applicable	Deductible Per Occurrence

Classifications/Exposures for Premium Basis (Subject to Audit)

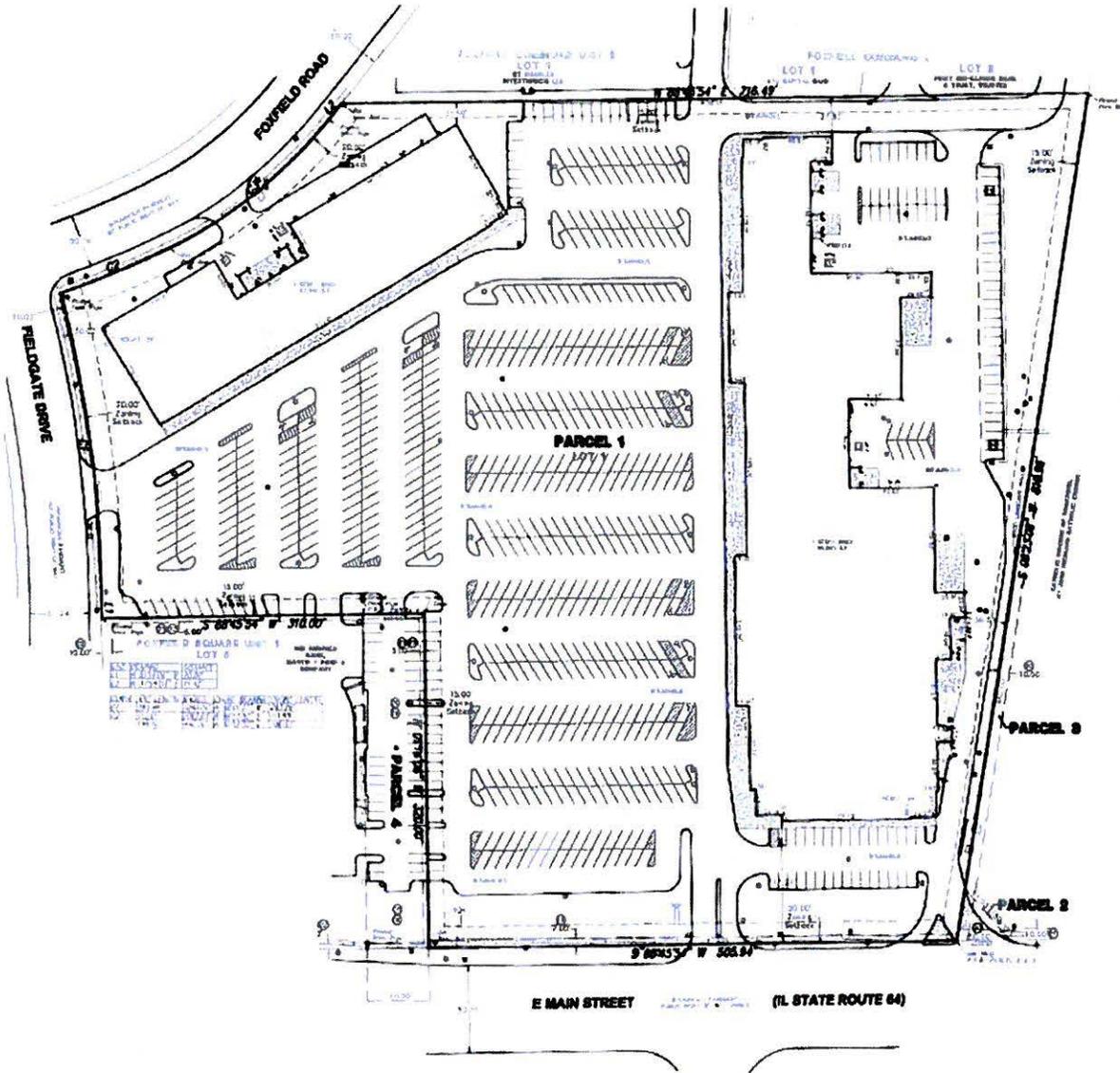
Location	Premium Based on	Class Code	Classification	Premium Basis	Rate Per \$1,000
1	Sales	LIQ12	Restaurant With Sale Of Alcoholic Beverages That Are Less Than 25% Of The Total Food And Alcohol Receipts Of The Restaurant	\$40,000	\$1.0912
1	Sales	LIQ34	Additional Insured – Liquor License Holder (LD-43430)	1	0

Premium: \$856.⁰⁰

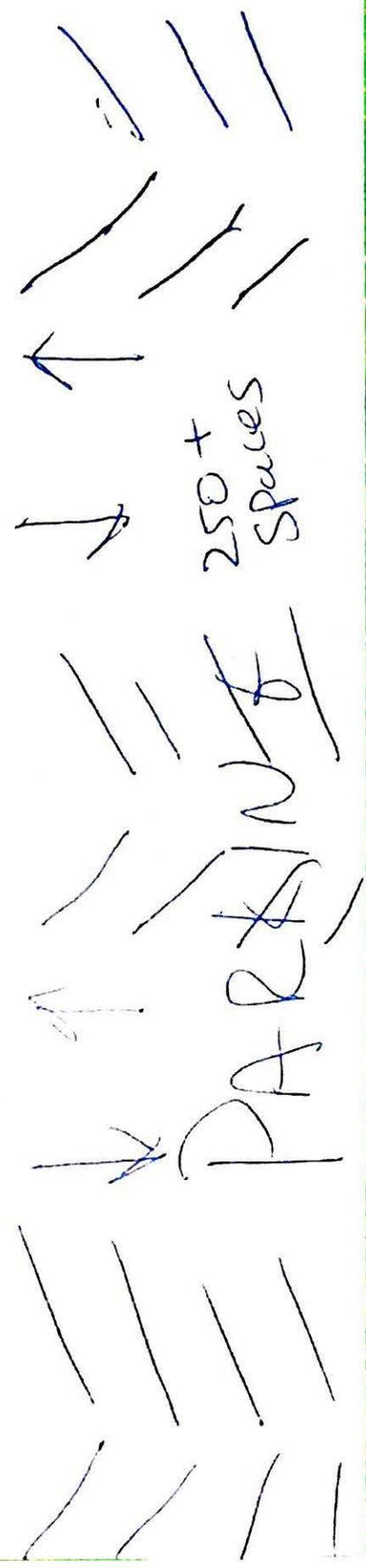
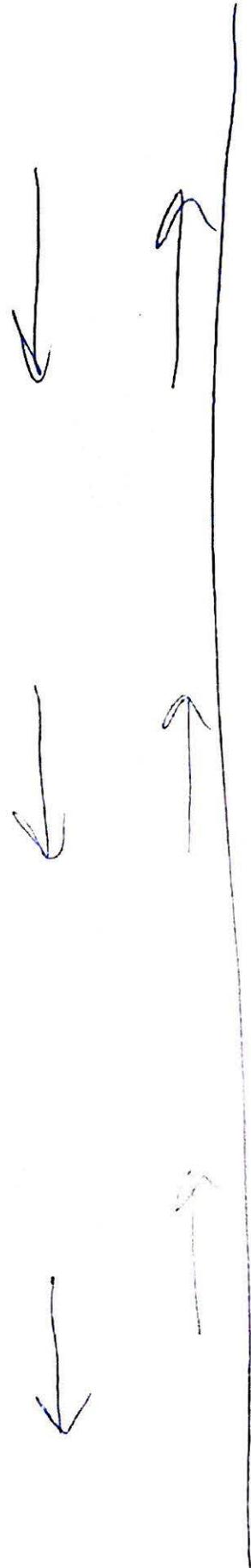
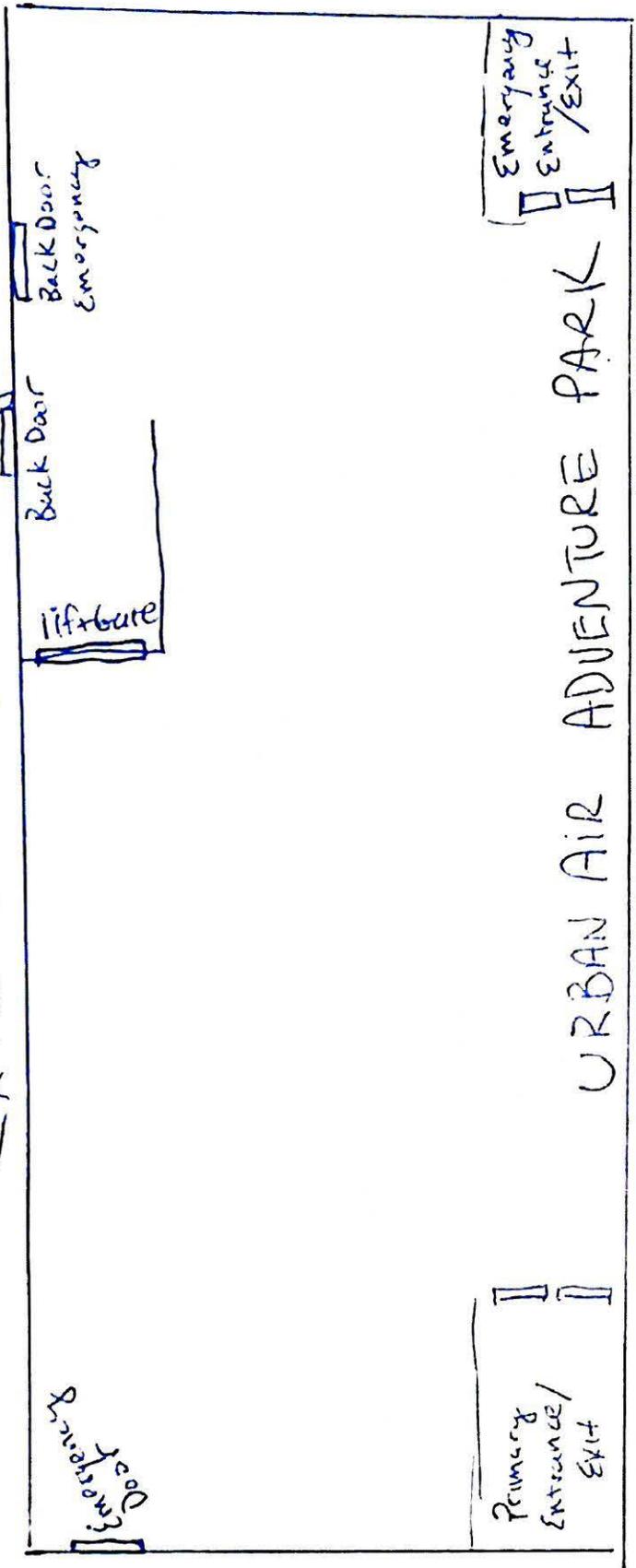
(Pure Premium (25% Minimum Earned): \$729 + Company Fee \$100 + IL Tax \$26+ Stamping Fee \$1)

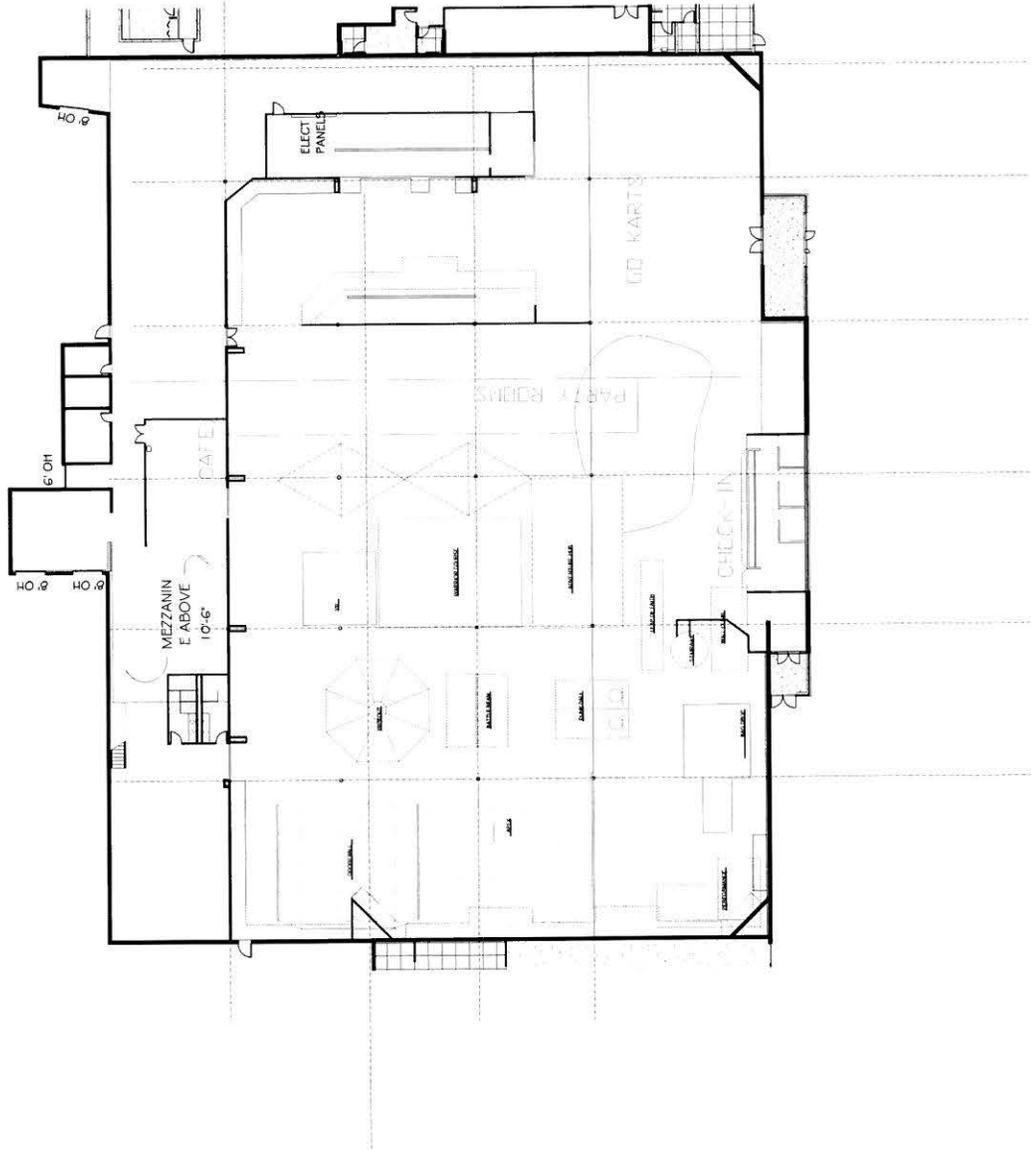
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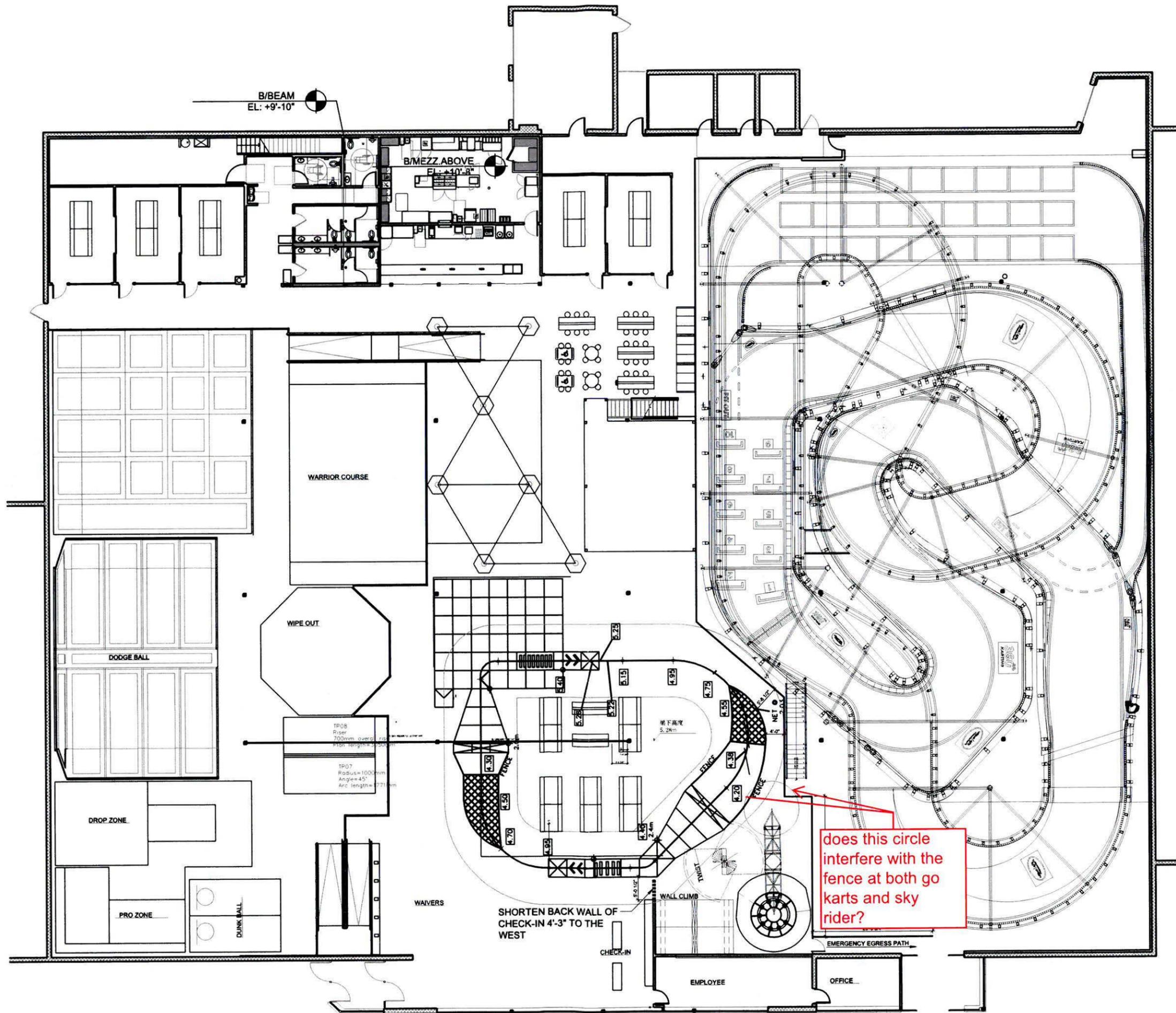
EXHIBIT A
SHOPPING CENTER SITE PLAN AND DELINEATION OF PREMISES



Exterior Building







Business plan

Urban Adventure Park is an indoor recreational family fun center with a café. Parents and children can experience a fun filled day with electric indoor go-carts on a double decker track, bumper cars that can spin and flip the rider 360 degrees, varieties of trampolines, ninja warrior course, children's multi-level playground, climbing walls, battle beam, zip line, airwalk, birthday rooms, a café and much, much more.

The hours of operation are mon thru Thursday 3 pm to 8 pm. Friday and Saturday 10 am to 10 pm. Sunday 11 am to 8 pm.

The café menu will include hamburgers, hot dogs, nachos, chicken strips, pizza, veggie plates, etc. (a limited menu may be in effect during Covid-19 phases). Drinks will include refrigerated bottled Pepsi products, Pepsi fountain drinks, Isee fountain products, mixed beer and wine products only.

We will not sell or distribute alcoholic beverages to minors. Parents can purchase alcoholic beverages if they are NOT participating in any of the indoor activities.

There is plentiful indoor dining/seating with 10 picnic bench seating, 6 booth seating, 4 tables with chairs, 7 round top tables with chairs. There are 5 private enclosed party rooms as well as 2 mezzanine suites.

There is no outdoor seating and no live entertainment.

Urban Air, St. Charles

Playville LLC



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 5b

Title:

Recommendation to approve a Proposal for an A1 Liquor License Application for MP’s Liquor, Wine & Beer, Located at 201 W. Main St., St. Charles.

Presenter:

Police Chief James Keegan

Meeting: Government Operations Committee **Date:** October 19, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

MP’s Liquor, Wine & Beer is located at the former Kettley Realtor site at 201 W. Main St.

Please see the attached documents supporting this request.

Pursuant to this item being presented at the Government Operations Committee Meeting on October 19, 2020 to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 pm, the same day, to process and move it forward to this Committee. This item will then continue on to the City Council Meeting scheduled on November 2, 2020 for final approval.

Attachments *(please list):*

Summary, Liquor License Application, Insurance Quote, BASSET Certificate, Floor Plan, Business Plan

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a proposal for an A1 Liquor License application for MP’s Liquor, Wine & Beer, located at 201 W. Main St., St. Charles.



Memo

Date: 10/13/2020
To: The Honorable Ray Rogina, Mayor-Liquor Commissioner
From: James Keegan, Chief of Police
Re: Background Investigation- A1 Liquor License for MP'S Liquor, Wine and Beer located at 201 W. Main Street

The purpose of this memorandum is to document and forward to your attention the results of the background investigation conducted by members of the St. Charles Police Department concerning the above-mentioned establishment.

MP's Liquor, Wine and Beer intends to open and operate a full-service liquor store at the above location. This is a 2,100 square foot building formerly known as Kettley Realtors with intended hours of operation as 10am-10pm.

The applicant owns and operates similar stores in both Batavia and North Aurora. The site-plan, business plan and the corresponding application materials were reviewed by members of my staff. Dram Shop insurance and Basset certification are in order. There was a questionable citation and fine in nearby Batavia (2018) which resulted in the applicant pleading "liable" to both an underage sale to a minor (local ordinance violation) and a subsequent fine from their liquor commission. The applicant did not disclose this incident on his application material nor his interest in the Batavia store; only his North Aurora location. Furthermore, he was less than forthcoming in terms of evidence retention in the Batavia incident.

North Aurora reports no associated problems or police activity in their jurisdiction nor does Carol Stream where the applicant resides. I reviewed 5.08.080 (License – Restriction on Issuance) and although the above mentioned material is concerning, it does NOT necessarily prohibit the applicant from being issued a liquor license as both of the aforementioned licenses are in good-standing with both the State of Illinois and their local jurisdictions.

Please see the attached material for further information. Thank you in advance for your consideration in this matter.



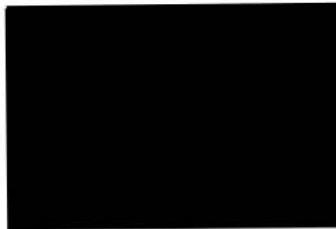
Memo

Date: 10/05/20
To: Chief Keegan (via chain of command)
From: Detective Bauwens
Re: Liquor License Background, Samp Two, INC (MP's Liquor, Wine and Beer)

The purpose of this memo is to outline steps taken during the background investigation for a liquor license application. This investigation was done based on the application submitted for a Class A Package liquor license for the business, Samp Two, INC (DBA MP's Liquor Wine & Beer). This business is to be located at 201 W. Main St.

Applicants:

Patel, Pratik



Application:

The application was received on or around 10/02/20. The application is for a Class A Liquor License for the sale of packaged alcohol. The business will be located at 201 W Main St. The application is complete to include a signed lease pending the issuance of a liquor license, floor plan and a quote for Certificate of Insurance (dram shop). Pratik is listed as the Corporate Officer, respectively, of Samp Two INC.

Records Checks:

Pratik Patel provided 1 residence in the past 10 plus years;

Current address of 

A check with Carol Stream Police records and TLO showed nothing that would prohibit obtaining a liquor license. I CLEAR showed no contacts for Pratik. SCPD also showed no contacts for Pratik.

Service, Courage, Professionalism, Dedication



NewWorld did show numerous contacts with Batavia PD. These contacts were a result of Pratik's employment/co-ownership at Batavia Smoke and Liquor. On 06/30/18 Batavia received a tip that Batavia Smoke and Liquor was selling alcohol to underage persons. The tipster was specific in that she named her boyfriend as purchasing the alcohol from Pratik. The tipster went on to state that on their second trip into Batavia Smoke and Liquor on 06/30/18, Pratik told the underage person not to come back so frequently because his store was being "watched" due to selling alcohol to minors.

On 07/16/18 the same tipster notified 911 that her underage boyfriend was driving intoxicated. The officer located the vehicle at Batavia Smoke and Liquor and observed the underage subject exit the store with alcohol. The subject was ultimately arrested and stated Pratik sold him the alcohol. Pratik denied selling the alcohol to the minor. The officers then asked to see the video. They discovered the video surveillance was deleted for that day. Pratik claimed to not know how to use the system and denied deleting the video surveillance. An officer on scene was familiar with Pratik and his use of the surveillance system due to a prior investigation on 06/27/18. Pratik still claimed to not know how to use the system. Pratik was charged with sale of alcohol to a minor in this incident.

It should be noted that Pratik knew how to operate the video surveillance on 01/14/18 as he assisted with providing video surveillance for a different investigation. On 11/14/18 a customer slipped on an oil spot in the parking lot. Pratik advised the officer that he does not have access to the video surveillance any longer, only the building owner does. Then on 01/28/19, Pratik was able to access the video surveillance to assist with a different investigation. These reports are attached to this packet. Pratik did cooperate with the Batavia Police Department when CBD products began being sold in the area. BPD requested a packet of the CBD product (for field testing purposes) that Batavia Smoke and Liquor offered for sale. Pratik provided the packet of CBD free of charge.

Pratik did not include his co-ownership of Batavia Smoke and Liquor in his application. Pratik is on the Liquor License according to the Illinois Liquor Control Commission, license number 1A-1128645. Their records indicate he owns 25 percent and is listed as the president.

Pratik did include his ownership of MP'S Liquor and Wine in North Aurora in his application. He does possess license 1A-1137557, issued on 02/28/20 by the Illinois Liquor Control Commission. I contacted North Aurora Police and found no contacts with this establishment or Pratik.

I searched the Kane County and DuPage County circuit clerk records. Kane County records indicated Pratik received supervision for the sale of alcohol to a minor. This was in regards to the Batavia incident on 07/16/18. I was able to locate 7 different traffic violation cases involving Pratik. It appears Pratik did not pay the fine when required in 6 of these cases. In several of these cases, the status indicated the clerk was to notify the Secretary of State (SOS) for failure to pay for the fines. All of the fines were eventually

paid. In case 2013TR119975, the SOS was notified on 05/11/14 of the failure to pay. This fine was not satisfactorily paid until 01/21/19.

I then located case 2013MR001722, which indicates Pratik was arrested on 11/10/13 for being a Fugitive from Justice. I contacted the DuPage County Sheriff's office and was able to obtain a copy of this report. The report indicated that Pratik was wanted by the Kosciusko County Sheriff's office in Warsaw, IN. The warrant was for Fraud – Identity Deception. I was able to obtain a copy of this report from the Kosciusko County Sheriff's office. The report indicated Pratik used the identity of his father's business partner (Bhavesh Patel, no relation) to open and use a Discover credit card. Pratik used the fraudulent credit cards to pay for his monthly membership at a health club and made additional purchases. The total loss was \$3,016.71. The report also indicated there were additional credit cards Bhavesh found to have been opened using his identity that he did not authorize. The report ends and there was no further information. The case was exceptionally cleared with no complaints signed.

Pratik has a current BASSET certification. Illinois Secretary of State LLC check on Samp One INC DBA MP's Liquor and wine in North Aurora and Samp Two INC showed nothing preventing it from being issued a Liquor License. Pratik's fingerprints were submitted to the FBI and Illinois Bureau of Identification; the FBI response indicated Pratik was arrested for driving while license suspended (DWLS) on two different occasions. One arrest was by Bartlett PD on 08/12/10 and the other was by Carol Stream on 08/18/10. The Illinois State Police records only show the Carol Stream arrest for DWLS.

SITE VISIT and INTERVIEW WITH APPLICANTS:

On 10/08/20 I met with Pratik at the 201 W Main St. The business is currently vacant. The products and purchases will be made on the main level. There is a door for the basement that will be secured. No products will be stored in the basement. The basement will be utilized for the equipment needed to run the coolers. Pratik advised me he has the remodelers already contracted. They will begin work as soon as he is able to obtain a liquor license. He hopes to have the renovations done by the beginning of January and the business operating then.

Pratik went on to say that he chose this site due to its location. He drives by this area frequently and thought it would be a perfect fit. He plans on hiring family members to assist with the operations at first. They will be Basset certified. He also hopes to move to the St. Charles area.

I did ask Pratik about the incident with the sale of alcohol to a minor. Pratik advised me the subject had stopped in his store earlier in the day. The subject provided an ID when he purchased alcohol at that time. The subject returned a second time and purchased Swisher cigars. The police made contact with the subject in the parking lot because the subject parked in a handicapped spot. The police observed the open alcohol in the vehicle and that is why he was cited. Pratik stated the officers told him it didn't make a

difference that the subject purchased the alcohol earlier with an ID and cited him. He did pay his fine. Pratik also stated the system had crashed which is why there was no surveillance. He denied telling the officers that he didn't know how to use the system. I advised him of the discrepancies from what he had just explained and the police report. Pratik advised me he was just telling me how it all went down that day. I asked him if he was saying the officers lied in their report. He stated he was not saying that; he was just telling me how everything happened in that incident.

I asked him about his citations from DuPage County. He advised me he does tend to drive fast and used to get a lot of tickets. He stated that he paid for all of his citations. I asked him why he didn't pay his tickets on time. He stated he did pay for his tickets on time, he had requested extensions. He does not know why the records would indicate otherwise. I asked him about the ticket from 2013 and the records showing he didn't pay until 2019 and he did not recall that information.

I asked Pratik about the Fraud incident from Indiana. He explained that his dad had a business and business partner in Indiana. They had a falling out and the business partner was essentially trying to get even. I advised him I reviewed the report and saw that he (Pratik) had used the credit card to pay for his membership at the health club. Pratik then stated that he and his family were not doing well financially and the business partner was helping out. He wasn't sure what happened between his father and the business partner. He didn't even know about the warrant until he was arrested. He went to court for this and his attorney wrote the business partner, but there was no reply. The case was eventually dropped. He added that he did not know if his father ever contacted the business partner.

This concludes this background investigation.

EB #316

Eric Bauwens 316

City of St. Charles, Illinois Liquor Control Commissioner
CITY RETAIL LIQUOR DEALER LICENSE APPLICATION
APPLICATION FEE IS NON REFUNDABLE



Incomplete applications will not be accepted.
Applications may be submitted to: 2 E. Main Street, St. Charles, IL 60174-1984

APPLICATION CHECKLIST

Check items to confirm all are attached to this application	Applicant	Office Use
Application Fee of \$200 (5.08.070C) Non-refundable	<input type="checkbox"/>	<input type="checkbox"/>
Completed Application for all questions applicable to your business.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Lease/Proof of Ownership	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Dram Shop Insurance or a letter from insurance agent with a <u>proposed quote</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Articles of Corporation , if applicable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completed B.A.S.S.E.T. (Beverage Alcohol Sellers & Servers Training) form – filled out for all employees. A copy of the B.A.S.S.E.T. certificate is only needed for each manager . It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for all of their employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Site Plan for Establishment (Drawn to scale including the parking lot, patio and/or deck, outdoor seating).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Floor Plan for Establishment (Drawn to scale and must include the layout of the establishment with tables, chairs, aisles, displays, cash register, bar, and lounge area with dimensions, percentage, and square footage noted for each space). Be sure to also include all fixed objects , such as pool tables, bar stools, vending/amusement machines; as well as all exits .	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Business Plan, to include: <input checked="" type="checkbox"/> Hours of Operation <input type="checkbox"/> Copy of Menu <i>NA</i> <input type="checkbox"/> Whether or not live music will be played at this establishment <i>NA</i> <input type="checkbox"/> Will there be outdoor seating and/or outdoor designated smoking area <i>NA</i> <input type="checkbox"/> Do not include a marketing or financial plan with this business plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are any building alterations planned for this site? If not sure, please contact Building & Code Enforcement at 630.377.4406 and/or Fire Prevention Bureau at 630.377.4458 to discuss whether or not a walk-thru and/or permit are necessary.	<input type="checkbox"/>	<i>yes pending</i> <input type="checkbox"/>
All managers have been fingerprinted who are employed by your establishment. When new management is hired, it is imperative you contact the Mayor's office to be fingerprinted so the City's business files are appropriately updated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alcohol Tax Acknowledgement and Business Information Sheet	<input type="checkbox"/>	<input type="checkbox"/>

OFFICIAL USE ONLY

 Signature of Investigating Officer

 Badge Number & Rank

Approval Recommended* Approval NOT Recommended

 Signature of Chief of Police

 Date

***ISSUANCE OF THIS LICENSE IS CONTINGENT ON MEETING ALL REQUIRED BUILDING AND FIRE DEPARTMENT REQUIREMENTS.**

Date Application Received: 10-2-2020

LICENSE INFORMATION:

A Package \$3200-3600

B Restaurant \$2400-3600

C Tavern \$2400-3600

D Hotel/Banquet/Arcada/Q-Center/Entertainment/Club - \$varies

G Brewery/Restaurant or Site License - \$varies

Late Night Permit 1:00am \$800 (B/C only)

Late Night Permit 2:00am \$2300 (B/C only)

*Initial Liquor License fees for A, B, C, D, G are reduced by 50% for annual renewals and licenses issued after Nov 1.
*Licenses are valid until April 30 following issuance and a renewal application is required for the next year (May 1-April 30) (5.08.040)

APPLICANT INFORMATION

1. Type of Business: Individual Partnership Corporation Other (explain):

2. Business Name: MP'S LIQUOR WINE & BEER

3. Business Address: 201 WEST MAIN STREET

4. Type of Business (5.08.070-3): <u>LIQUOR STORE</u>	5. Length of Time in this Business (5.08.070-4): <u>7yrs</u>	6. Value of merchandise that normally will be in inventory when in operation (5.08.070-5): <u>\$150,000.00 - \$170,000.00</u>	
7. Business Phone: <u>630-504-8729</u>	8. Business E-mail: <u>mpsliquorandwine@gmail.com</u>	9. Business Website:	10. Illinois Tax ID Number: <u>not applied yet</u> <u>85-2836491 FEI</u>
11. Applicant/Contact Person Name: <u>PRATIK PATEL</u>		12. Title: <u>PRESIDENT/MANAGER</u>	13. Email: <u>Pat_1992_21@yahoo.com</u>

14. Applicant Home Address, and all addresses for the last 10 years:
[REDACTED]

15. Ph #: <u>630-504-8729</u>	[REDACTED]	16. Date of Birth: [REDACTED]	17. Birthplace: <u>NATICK, MASS</u>
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18. If Corporation, Corporation Name:
SAMP TWO INC.

19. Corporation Address (city, state, zip code):
[REDACTED]

ADDITIONAL OWNERS, INVESTORS (greater than 5% interest), and MANAGER INFORMATION

Full Name, include middle initial: _____ Title: _____

Birthdate: _____ Birthplace: _____ Driver's License#: _____ Home Phone: _____

Home Address, and all addresses for the last 10 years: _____ Email Address: _____

Full Name, include middle initial: _____ **Title:** _____
Birthdate: _____ **Birthplace:** _____ **Driver's License#:** _____ **Home Phone:** _____
Home Address, and all addresses for the last 10 years: _____ **Email Address:** _____

Full Name, include middle initial: _____ **Title:** _____
Birthdate: _____ **Birthplace:** _____ **Driver's License#:** _____ **Home Phone:** _____
Home Address, and all addresses for the last 10 years: _____ **Email Address:** _____

BUSINESS ESTABLISHMENT LOCATION INFORMATION

1. Exact Street Address for liquor license: 201 WEST MAIN ST	2. # Parking Spaces: Street parking only	3. Outside Dining s.f. [17.20.020-R]: NA	4. Total Building s.f.: 2100
5. Total # Seats: None	6. Live Entertainment Area s.f. [5.08.010-H]: None		
7. Brief Business Plan description based on type of establishment listed above (5.08.070-6): PACKAGE LIQUOR STORE WITH WINE AND BEER			

PROPOSED FLOOR PLAN/LAYOUT OF PROPERTY

Attach to this application a floorplan or layout of the proposed facility to include the following:

1. Every application for Liquor license shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale showing the following:
 - a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;
 - b. The designated use of each room or segregated area (i.e. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided);
 - c. The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.
2. The site drawing is subject to the approval of the Local Liquor Control Commissioner. The Local Liquor Commissioner may impose such restrictions as he deems appropriate on any license by noting the same on the approved site drawing or as provided on the face of the license.
3. A copy of the approved site drawing shall be attached to the approved license and is made a part of said license.
4. It shall be unlawful for any licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing.

THE FIRE PREVENTION BUREAU WILL FURNISH ALL FINAL, PERMITTED OCCUPANCY NUMBERS FOR THIS LICENSE.

CORPORATION / PREMISES QUESTIONS

1. If applicant is an individual or partnership, is each and every person a United States citizen (5.08.070-2)? Yes No

1. Is any individual a naturalized citizen? Yes No
 If yes, print name(s), date(s), and place(s) of naturalization:

2. Is the premises owned or leased (5.08.070-6A)? Owned Leased

3. If the premises are leased, list the names and addresses of all direct owners or owners of beneficial interests in any trusts, if premises are held in trust (5.08.070-6B):

Name of Building Owner: MARK GROSSKLAG Phone Number: 630-788-6077
 Address of Building Owner: 203 WEST MAIN ST E-mail Address: Mgklag@amnetek.net
 ST. CHARLES, IL 60174
 Mailing Address of Building Owner (if different):

Name of Building Owner: Phone Number:
 Address of Building Owner: E-mail Address:
 Mailing Address of Building Owner (if different):

Name of Building Owner: Phone Number:
 Address of Building Owner: E-mail Address:
 Mailing Address of Building Owner (if different):

4. Does the applicant currently operate, or operated in the past, any other establishment within the City of St. Charles that requires a liquor license? Yes No
 If yes, please list the business name(s) and address(es):

5. Does applicant have any outstanding debt with the City of St. Charles, including, but not limited to, utility bills, alcohol tax, and permit fees, for any current or previous establishment owned, operated or managed by the applicant? Yes No
 If yes, please note the City of St. Charles requires all debt to be paid in full before consideration of a new or renewed liquor license is issued. (5.08.050)

6. Are any improvements planned for the building and/or site that will require a building permit? Yes No
 If yes, has a building permit been applied for? Yes No Date of permit application pending
 WORKING WITH BUILDING & CODE ENFORCEMENT

7. Has applicant applied for a similar or other license on the premises other than the one for which this license is sought (5.08.070-7)? Yes No
 If yes, what was the disposition of the application? Explain as necessary:

8.	<p>Has applicant (and all persons listed on page 2 of this application) ever been convicted of a felony under any Federal or State law, or convicted of a misdemeanor opposed to decency or morality (5.08.070-8)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is applicant (and all persons listed on page 2 of this application) disqualified from receiving a liquor license by reason of any matter contained in Illinois State law and/or City of St. Charles Municipal Ordinances? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
9.	<p>List previous liquor licenses issued by any State Government or any subdivision thereof (5.08.070-9). Use additional paper if necessary.</p> <p>Government Unit: CITY OF NORTH AURORA Location, City/State: NORTH AURORA, IL 60542</p> <p>Date: 3/2018 Special Explanations:</p> <p>Government Unit: Location, City/State:</p> <p>Date: Special Explanations:</p>
10.	<p>Have any liquor licenses possessed ever been revoked (5.08.070-9)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, list all reasons on a separate, signed letter accompanying this application.</p> <p>Has any director, officer, shareholder, or any of your managers, ever been denied liquor license from any jurisdiction? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, proceed to Question 15. If more space is needed, please attach a separate sheet of paper with the information.</p>
11.	<p>Complete ONLY if yes was answered to the question above (10):</p> <p>Name: Name of Business:</p> <p>Position with the Business: Date(s) of Denial:</p> <p>Reason(s) for Denial of License:</p>
12.	<p>Date of Incorporation (Illinois Corporations) (5.08.070-10): 8/31/2020</p> <p>Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation): 8/31/2020</p>
13.	<p>Has the applicant and all designated managers read and do they all understand and agree not to violate any laws of the United States, the State of Illinois, and any of the ordinances of the City of St. Charles in conducting business (5.08.070-11)? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Have you, or in the case of a corporation, the local manager, or in the case of a partnership any of the partners, ever been convicted of any violation of any law pertaining to alcoholic liquor? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Have you, or in the case of a corporation the local manager, or in the case of a partnership any of the partners, ever been convicted of a felony? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Have you ever been convicted of a gambling offense? <input type="radio"/> Yes <input checked="" type="radio"/> No (If a partnership or corporation, include all partners and the local manager(s).)</p>

Will you and all your employees refuse to serve or sell alcoholic liquor to an intoxicated person or to a minor?
 Yes No

14. All individual owners, partners, officers, directors, and/or persons holding directly or beneficially more than five (5) percent in interest of the stock of owners by interest listed on page 2 of this application must be fingerprinted by the City of St. Charles Police Department (5.08.070-A12).
 Has this been done? Yes No
 If yes, date(s): 9/30/2020

15. Has the applicant attached proof of Dram Shop Insurance to this application or already furnished it to the City of St. Charles (5.08.060)? Yes No quote If already furnished, date of delivery:

16. Is the premises within 100 feet of any real property of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands, or children; and/or any military or naval station (5.08.230)?
 Yes No

B.A.S.S.E.T. TRAINING

Please list employees required to have B.A.S.S.E.T training on this page – include all managers, assistant managers, bartenders, and clerks who are permitted to make alcoholic liquor sales. Include copies of certificates for managers only and mark Manager if applicable. Add another page, if needed.

Name (First, Middle, Last): PRATHI PATEL Birthdate: [REDACTED]
 Home Street Address, Incl City, State, Zip: [REDACTED]
 Date of Course: [REDACTED] Place Course was Taken: ONLINE Certificate Granted? Y/N: YES Expiration: [REDACTED]

Name (First, Middle, Last): Birthdate:
 Home Street Address, Incl City, State, Zip:
 Date of Course: Place Course was Taken: Certificate Granted? Y/N: Expiration:

Name (First, Middle, Last): Birthdate:
 Home Street Address, Incl City, State, Zip:
 Date of Course: Place Course was Taken: Certificate Granted? Y/N: Expiration:

Name (First, Middle, Last): Birthdate:
 Home Street Address, Incl City, State, Zip:
 Date of Course: Place Course was Taken: Certificate Granted? Y/N: Expiration:

NEW MANAGEMENT REQUIREMENTS

Whenever a new manager comes on board, the City must be notified and that person must be fingerprinted.
 It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for their employees.

COMMENTS/ADDITIONAL INFORMATION

Business Name: SAMP TWO INC DBA: MP'S LIQUOR WINE & BEER

SIGNATURES

[Signature]
 Applicant's Signature

Subscribed and sworn before me this 10 day of OCTOBER, 20 20

(Seal)  [Signature]
 Notary Public

ADDENDUM TO RETAIL LIQUOR LICENSE APPLICATION

To be completed by the City of St. Charles Police Department

Date: 10/08/2020 Name of Applicant: PRATIK PATEL

Name of Business: MP'S LIQUOR WINE @ BSK

Address of Business: 201 W. MAIN ST Ward Number: 4TH

Pursuant to the provision of the City of St. Charles Municipal Code, Chapter 5.08, Alcoholic Beverages, the following guide shall be in effect for the investigation of an applicant for a Retail Dealer's Liquor License:

1. Date on which applicant will begin selling retail alcoholic liquors at this location:
01/02/2021
2. Is the location within 100 feet of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands or children; or any military or naval station? Yes No
3. If the answer to question 2 is yes, answer the following: Is applicant's place of business a hotel offering restaurant service, a regularly organized club, a restaurant, a food shop, or other place where the sale of alcoholic liquors is not the principal business? Yes No
 If yes, answer a, b and c:
 a. State the kind of such business:
 b. Give date on which applicant began the kind of business named at this location:
 c. Has the kind of business designated been established at this location for such purpose prior to February 1, 1934, and carried on continuously since such time by either the applicant or any other person?
 Yes No
N/A
4. If premises for which an alcoholic liquor license is herein applied for are within 100 feet of a church, have such premises been

	<p>licensed for the sale of alcoholic liquor at retail prior to the establishment of such church? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, have the premises been continuously operated and licensed for the sale of alcoholic liquor at retail since the original alcoholic liquor license was issued therefore? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>N/A</i></p>
5.	<p>Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
6.	<p>Is there any access leading from premises to any other portion of the same building or structure used for dwelling or lodging purposes and which is permitted to be used or kept accessible for use by the public? (Connection between premises and such other portion of building or structure as is used only by the applicant, his/her family and personal guests not prohibited.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
7.	<p>If applicant conducts or will conduct in the same place any other class of business in addition to that of City Retailer of Alcoholic Liquor, state the kind and nature of such business: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
8.	<p>Are all rooms where liquor will be sold for consumption on the premises continuously lighted during business hours by natural light or artificial white light so that all parts of the interior shall be clearly visible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
9.	<p>Are premises located in any building belonging to or under the control of the State of Illinois or any other political subdivision thereof, such as county, city, etc.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
10.	<p>Are the premises for which license is herein applied for a store or place of business where the majority of customers are minors of school age or where the principal business transacted consists of school books, school supplies, food or drinks for such minors? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
11.	<p>It is required by the City of St. Charles that all employees undergo BASSET training. Provide a copy of the certificate of training completion for each manager. All certificates for managers have been submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
12.	<p>From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, state exceptions:</p>
13.	<p>Have all persons named in this application been fingerprinted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fingerprinted by: <i>SCPD</i> Date: <i>09/30/2020</i></p>
14.	<p>Other necessary data:</p> <p><i>505 MEMO</i></p>



**Illinois
Casualty
Company**

225 20th Street, Rock Island, IL 61201 • (309) 793-1700 • (800) 445-3726 • Fax: (309) 793-1707 • www.ilcasco.com

Date: 09/04/2020

Agency: Chicagoland SIA, AP

Attention: Joanne Hart

Enclosed Quote(s):

LQ1291129 Liquor Liability

Named Insured(s): Samp Two Inc DBA MP's Liquor

Location(s) of Risk: 1 - 201 W Main St, Saint Charles, IL 60174 (Kane County)

Any deletion or modification of coverage may not be directly proportional to the premium charge shown on the quotation. Please contact your Underwriter for a revised quotation if any coverages are deleted or modified.

Quotation(s) expire thirty (30) days from the indicated effective date shown on the quotation(s).

For any questions, please contact us immediately.

Jamie Malloy, CPCU, AU, AIS
Team Leader

NEW BUSINESS QUOTATION

Insurance Proposal for:
Samp Two Inc DBA MP's Liquor

Presented by:
Chicagoland SIA, AP

These materials provide a brief overview of insurance protection that may be provided by Illinois Casualty Company. Given the space limitation, a complete analysis of each and every policy term, condition, exclusion or other provision cannot be provided. These materials are subject to the terms of the actual insurance policy or policies issued. Please read your entire policy or policies issued. Contact your insurance agent with any questions.

Any deletion or modification of coverage may not be directly proportional to the premium charge shown on the quotation. Premiums by premises are included for allocation purposes only.



**Illinois
Casualty
Company**

225 20th Street, Rock Island, IL 61201 • (309) 793-1700 • (800) 445-3726 • Fax: (309) 793-1707 • www.ilcasco.com



**Illinois
Casualty
Company**

YOUR SUPPORT IS NEEDED!



The Illinois Licensed Beverage Association is an advocate for retail business engaged in the sale and/or service of beverage alcohol.

ILLINOIS LICENSED BEVERAGE ASSOCIATION

Members make the Illinois Licensed Beverage Association (ILBA) an effective advocate. With a diverse, active membership involved in the policymaking process, ILBA's positions can truly represent an industry point of view.

The Illinois Licensed Beverage Association is an advocate for retail businesses engaged in the sale and/or service of beverage alcohol. A not-for-profit business trade association, the ILBA:

- ◆ Expresses, promotes, and accomplishes the aims and desires of Illinois alcoholic beverage permit holders.
- ◆ Encourages a better relationship between the retail beverage industry and the citizens of the State of Illinois.
- ◆ Works to cooperate with all legally constituted law enforcement agencies so that all businesses of alcoholic beverage permittees are operated in accordance with Illinois State Law.
- ◆ Elevates the reputation of the licensed beverage industry in the opinions of all that come in contact with it.
- ◆ Provides a means through which a better understanding and relationship is secured among members of the retail beverage industry throughout Illinois.



Illinois Casualty Company is endorsed by the ILBA as the preferred provider of insurance protection for its members. As an insurer of taverns, restaurants, package liquor stores, private clubs and banquet facilities, our successes are dependent upon the successes of your industry.

As an ILBA member, you may qualify for a premium savings of up to 20% on your liquor liability insurance - ask your Illinois Casualty Company Agent for details.*

If you are already a member, thank you for your support! If you are not a member, JOIN TODAY via the attached membership application.

*You must be an active ILBA member by the effective date of the policy.



Quote #:	LQ1291129	Proposed Effective Date:	September 3, 2020
Quote Date:	September 4, 2020	Proposed Expiration Date:	September 3, 2021
Named Insured(s): Samp Two Inc DBA MP's Liquor			

LIQUOR LIABILITY

Illinois Casualty Company

<u>Description</u>	<u>Limits of Insurance</u>		
	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
Each Common Cause Limit	\$150,000	\$300,000	\$500,000

Premises 1 201 W Main St, Saint Charles, IL 60174
Kane County

		<u>Premium</u>		
		<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
Food receipts:	\$50,000			
Liquor receipts:	\$500,000			
Other receipts:	\$0	\$487	\$521	\$530
Total receipts:	\$550,000			

Coverages Provided

<u>Description</u>	<u>Premises</u>	<u>Premium</u>		
		<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
Certified Terrorism Coverage	All	Included	Included	Included

(*) - Items automatically added or changed by ICC.

(**) - Items requested to be added or changed.

PREMIUM TOTALS

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
<i>Minimum Applicable Total Premium:</i>	\$250	\$250	\$250
TOTAL PREMIUM:	\$487	\$521	\$530
Potential premium savings* as a member of the Illinois Licensed Beverage Association:	\$98	\$104	\$106
Total Annual Premium with maximum ILBA credit applied:	\$389	\$417	\$424

* Members of the ILBA may qualify for a premium credit of up to 20%, dependent upon answers to the ILBA Questionnaire and applicable minimum premiums; the credit shown above is the maximum premium credit available - actual premium credit that will be applied may be less.

(*) - Items automatically added or changed by ICC.

(**) - Items requested to be added or changed.

NOTICE OF TERRORISM COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from "certified acts of terrorism", as defined in Section 107(a)(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States (U.S.) Government by coercion.

You should know the terrorism coverage offered under this policy excludes "certified acts of terrorism" involving nuclear, biological, chemical or radiological terrorism.

You should know that where coverage is provided by this Policy for losses resulting from "certified acts of terrorism", such losses may be partially reimbursed by the U.S. Government under a formula established by federal law. However, your Policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the U.S. Government generally reimburses 85% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is provided below and does not include any charges for the portion of loss that may be covered by the federal government under the Act.

You should also know that the Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from "certified acts of terrorism" when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage, as provided, for "certified acts of terrorism" is: \$0.00 (zero).



GENERAL INFORMATION

Quote Subject to Satisfactory Inspection and Verification of Loss History.

NOTE: An original, signed APPLICANT'S AGREEMENT TO THE INSURANCE APPLICATION(S) is required for each named insured before a policy can be issued.

LIQUOR LIABILITY INFORMATION

COVERAGE

Coverage includes common law coverage for the injuries that occur in state and out of state. No annual aggregate limit. "Owners" of premises automatically qualify as insureds.

UNDERWRITER COMMENTS

Please provide complete information regarding the applicant's CGL carrier. We cannot bind coverage without this information.

Company -

Limits -

Policy Term -

Certificate of Completion

**American
Safety Council**

PRATIK PATEL

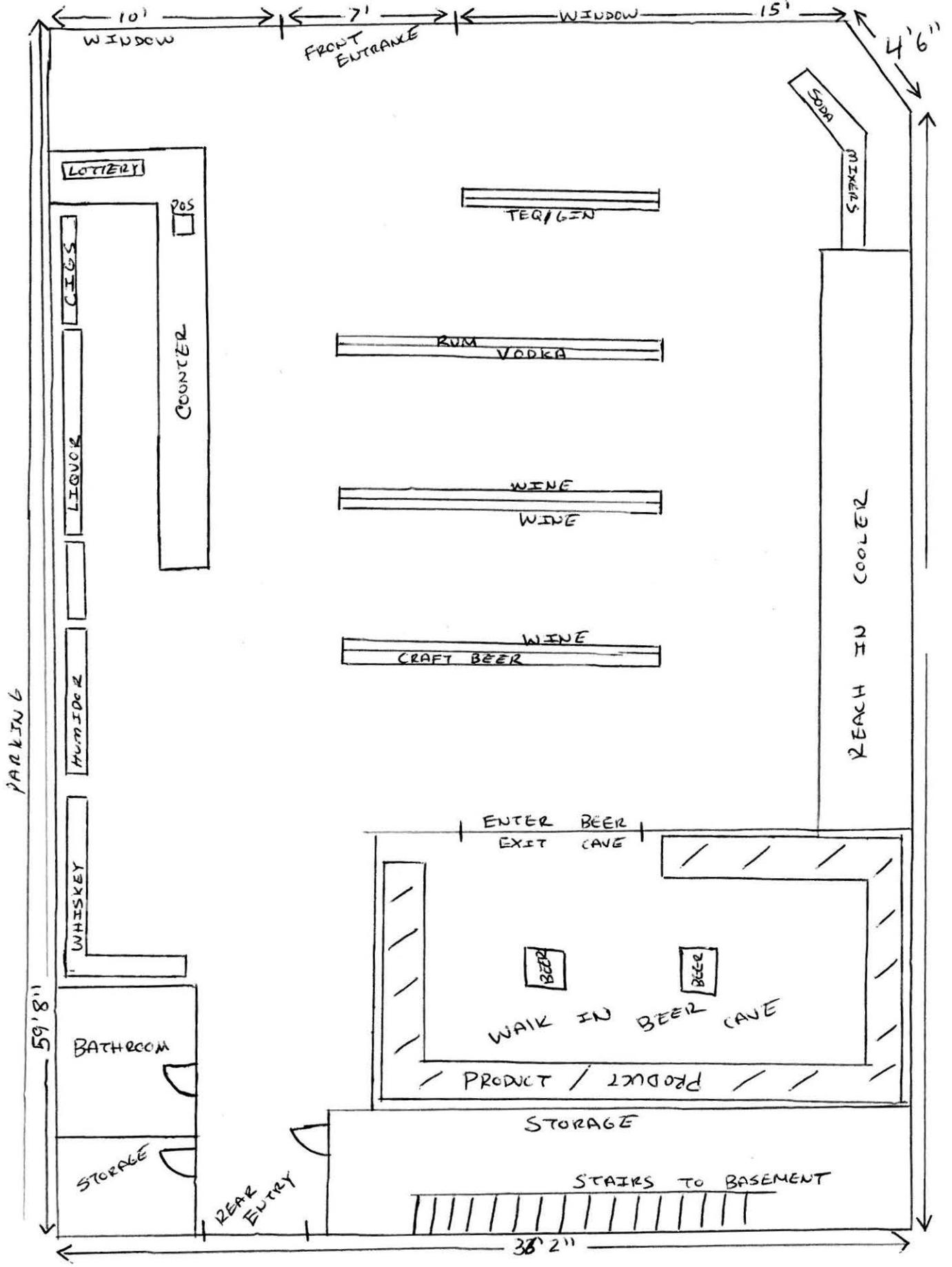
Has diligently and with merit completed the
Off-Premise BASSET Alcohol Certification on 3/27/2018

from the American Safety Council.


Jeff Pairan

MAIN ST / 64

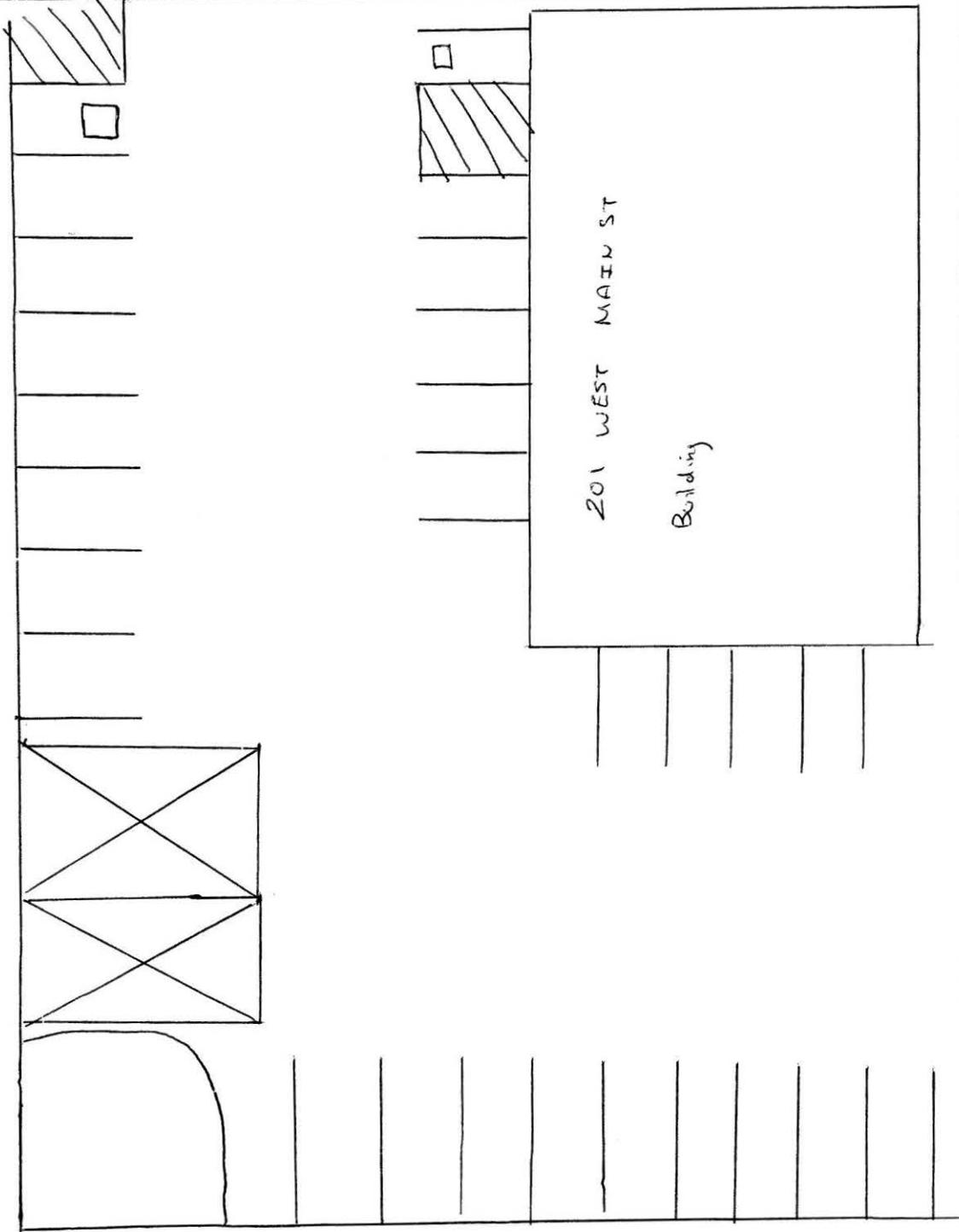
2nd STREET / ROUTE 31



PARKING

MAIN ST (64)

2nd St / Route 31



MP'S LIQUOR WINE AND BEER

BUSINESS PLAN

Prepared by:

Pratik Patel

201 w Main St
Saint Charles IL, 60174
6305048729
Pat_1992_21@yahoo.com

I. EXECUTIVE SUMMARY

MP'S Liquor Wine and Beer(samp two inc) is a company based at 201 W Main Street Saint Charles, IL 60174 which intends to expand into the retail segment of the liquor industry.

The company will be formed as a corporation under the Illinois state law and regulations, which will be headed by Pratik Patel.

The company will have 2 full time employees and 1 part time employee.

The company will primarily be retailing in liquor, wine and beer. The company will provide to the community a selection of higher end spirits and a vast selection of craft beer. The company is a family owned organization, with that we would like to provide a clean and friendly shopping environment, know our customers and hope to be involved in the community sponsorships and events.

The company will not have any indoor or outdoor seating and will not play any live music.

II. BUSINESS SUMMARY

The liquor industry for retail make up about \$61.8 billion dollars in revenue in 2020. With liquor sales being up due to Covid 19 and everyone staying home or not going out this should help with retail sales even more, proving that this is a successful industry.

The success of every business is done differently. The company plans to be involved in the community and become part of the chamber and any business organization in the city.

The company plans to clean up the outside(not make any changes) with the permission from landlord and the historic community, as well as the city.

Like basic paint or power wash of the windows or entrance. Prepare the inside as a customer friendly environment in compliance with the city fire and building code to do business.

This will help in building and cater to the community and build a clientele for a long relationship.

The company does affirm that all promoters have legally acquired all trademarks and patents.

The company is aware that this is age related business and knows the laws and rules for selling. The company will train employees to follow same practice and basset training for all employees. The company will also use a pos system with same capabilities.

The company will be operating well under the city allowed for sale of retail liquor. *The company plans to sell from 10am - 10pm.*

III. MARKETING SUMMARY

The company is majorly targeting and catering to the higher end spirit and craft beer enthusiasts in the local community of city of Saint Charles.

The estimated clientele is approximately 2500 in the company's geographic scope.

The company will keep in mind all competitors pricing when setting prices for the company. The company will also keep in mind the marketing and customer acquisition methods used by competitors to set similar methods to thrive in the local community. The company will reward for shopping with points, same as competitors.

Providing a five-star excellent service to every client/customer. From one on one with the client related to product or any special requests. The same

will be handled for any complaints or conflicts. This will all help with building strong local client base.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *6a

Title: Budget Revisions for the City of St. Charles September 2020

Presenter: Chris Minick, Finance Director

Meeting: Government Operations Committee

Date: October 19, 2020

Proposed Cost: \$ -0-

Budgeted Amount:

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Budget revisions for September 2020.

Attachments *(please list):*

Budget Revisions - September 2020

Recommendation/Suggested Action *(briefly explain)*

Budget Revisions for the City of St. Charles September 2020



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 7a

Title:

St. Charles Business Alliance Holiday Homecoming 2020 – Information Only

Presenter:

Jenna Sawicki, Executive Director St. Charles Business Alliance

Meeting: Government Operations Committee

Date: October 19, 2020

Proposed Cost:

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Due to COVID-19, the St. Charles Business Alliance will be making changes to the traditional Holiday Homecoming event taking place November 27-28, 2020. We will scale back the event to stay within governmental guidelines while continuing to follow our mission of attracting people to St. Charles to shop and dine.

Instead of our traditional “Lighting of the Lights,” we will be pre-recording a “Virtual Lighting of the Lights” which will be broadcast on our social media pages on Friday, November 27.

As we will not be able to host the “Electric Christmas Parade,” we will be adding a “Holiday Tree Trail” element to Holiday Homecoming. Approximately 45 real trees will be put up around 1st St. and the Riverwalk. (See attached map.) Local businesses, organizations or individuals will have the opportunity to purchase a tree to light and decorate with their individual theme. These trees will stay up through January 1, 2021.

We will encourage local restaurants and businesses to host holiday themed specials, promotions, and/or mini-events. We are also working on a “Professional Ice Sculptor” element for Saturday, November 28. The ice sculptor would be set up in a private area where Phase 4 Guidelines could be followed.

We plan to have “Santa’s House” on the East Plaza with limited hours, starting Saturday, November 28. The house will be set up so Santa will be socially distant from visitors, still allowing for a photo to be taken. There will be a mailbox set up for children to leave their letters.

PLEASE NOTE: this special event is being recommended for approval with the caveat that all approvals are contingent upon any governmental sanctions regarding public gatherings, social distancing, etc., pertaining to COVID-19.

Attachments *(please list):*

Application, Holiday Tree Trail Map

Recommendation/Suggested Action *(briefly explain):*

For information only

CITY OF ST CHARLES
SPECIAL EVENT APPLICATION
THIS FORM MUST BE COMPLETED IN
FULL & SUBMITTED 90 or 30 DAYS PRIOR TO THE EVENT



Permit No. _____ Date of Meeting: _____ Revised date 06/06/2018

Name of the Event: Holiday Homecoming Date(s) of Event: 11/27-11/28/2020

Special Event Application – 90 Days

The Special Event Application is due to the City of St. Charles a minimum of ninety (90) days prior to the event if it requires closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Special Event Application – 30 Days

The Special Event Application is due to the City of St. Charles, at a minimum, thirty (30) days prior to the event if it does not require closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted.

A copy of the Application and Funding of Special Events is attached for your information.

Special Event Submittal Check List

- **Special Event Application**
- Section 1 – Task List and Due Dates –90 day or 30 day submittal
- Section 2 – General Information
- Section 3 – Permits
- Section 4 – Site Plan and/or Route Map
- Section 5 – Emergency Phone Tree and Contact
- Section 6 – Emergency Crisis Management Procedures
- Section 7 – Retail Merchants
- Section 8 – St. Charles Police Department – Request for Police Services
- Section 9 – Hold Harmless Agreement
- Any outstanding funds owed to the City of St. Charles**
- Application(s) for other permit(s) (See answers in Section 3)**
- Loudspeaker/Amplifier License Application and Submittal Fee
 - \$5 per day**
- Class E Liquor License Application and Submittal Fee
 - \$50 per day – E-1 (Not-for-Profit)**
 - \$100 per day – E-2 (Special Civic Event)**
- Carnival License Application and Submittal Fee
 - \$30 each – Rides**
 - \$20 each – Amusement Stands, Food Stands, Entertainment Shows, Other**

If your event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.

Received:	Fee Paid: \$
Receipt #	Check #

SECTION 1 - TASK LIST AND DUE DATES

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Task to be completed for Events that require 90 days (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	
Submit Special Event Application	90 days	
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation A copy of 501(C)3 document is to be submitted with application.	At time of submittal	
Submit Class E Liquor License Application	90-days	
Submit Outdoor Sales Permit Application	90-days	
Submit Loudspeaker/Amplifier License Application	90-days	
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	
Submit Carnival License Application	90 days	
Submit Fireworks Permit Application	60 days	
Submit Original Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	
Emergency /Crisis Management Procedures	At time of submittal	
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/businesses of special event	14 days	

City Services Requested:			Comments
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	Santa House
Water	Yes	No	

Other:	Yes	No	
Task to be completed for Events that require 30 days (All items due to City unless noted)		Days Due Before Event	Due Date
Date of the Special Event		- N/A -	
Submit Special Event Application		30 days	
Payment of any outstanding funds due to the City of St. Charles		At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation A copy of 501(C)3 document is to be submitted with application		At time of submittal	
Submit Raffle Permit Application (Kane & DuPage County)		At time of submittal	
Submit Outdoor Sales Permit Application		At time of submittal	
Submit Original Certificate of Insurance		21 days	
Submit copies of other required permits		At time of submittal	
Emergency Phone Tree		At time of submittal	
Emergency /Crisis Management Procedures		At time of submittal	
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format		14 days	
Notify residents/business of special event		14 days	

City Services Requested:			Comments
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	
Water	Yes	No	
Other:	Yes	No	

SECTION 2 – GENERAL INFORMATION

Permit No. _____

Name of Event: Holiday Homecoming

Type of Event: Parade Walk/Run/Bike Festival Other

Location of Event: Downtown St. Charles

Date(s) of Event: 11/27-11/28/20 Hours of Event: _____ to _____ Estimated Attendance: _____

Event Website: stcholidayhomecoming.com

Purpose of the event: To bring people downtown St. Charles & into businesses.

Name of sponsoring organization(s): St. Charles Business Alliance

Please list the organization's legal status (i.e. NFP, Partnership, and Corporation) : **A copy of the 501(C)3 document is to be submitted with application.**

(Documentation will need to be submitted providing status)

Type of Entity	Check Box that Applies	City Supporting - Existing Event	City Support - New Event
Governmental Entity		100%	100%
Private/For Profit Entity		0%	0%
Non-Governmental/Non-Profit Entity	<input checked="" type="checkbox"/>	50%	0%

Contact person from sponsoring organization: Amy Curione

Organizer address: 2 E. Main St.

City: St. Charles State: IL Zip: 60174

Home Phone: 630-443-3952 Cell Phone: [REDACTED] E-mail: acurione@stcalliance.org

Second contact person (emergency): Jenna Sawicki Phone: 630-443-3964

Is this an annual event? YES NO If yes, please provide event date(s) for next year: 11/26-27, 2021

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as sound amplification, neighborhood parking complaints, etc. None

What, if anything, are you doing to rectify the problem(s)?

SECTION 3 - PERMITS

Will you be having a fireworks display are your event? YES NO

If yes, you have to submit a **Fireworks Permit Application** sixty (60) days prior to the event. Please contact the St. Charles Fire Department to complete the application.

Does your event include the use of a tent? YES NO

If yes, you must submit an **Outdoor Sales Permit Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact Building and Code Enforcement to obtain an outdoor sale permit application.

Will you be using speakers and/or sound equipment at your event? YES NO

If yes, you must submit a **Loudspeaker/Amplifier License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact the Mayor's Office to obtain a loudspeaker/amplifier license application.

Are you holding a raffle at your event? YES NO

If yes, you may have to submit a **Raffle Permit Application**. For the raffle permit application for Kane County, please visit www.co.kane.il.us/COC, or contact the Kane County Clerk's Office at 630.232.5950. For the raffle permit application for DuPage County, please visit http://www.dupageco.org/countyclerk/generic.cfm?doc_id=631 or contact the DuPage County Clerk's Office at 630-407-5500.

Will you serve alcohol at your event? YES NO

If yes, you must submit **Class E Liquor License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact the Mayor's Office to obtain a Class E liquor license application.

Will there be amusement rides at the event? YES NO

If yes, you must submit **Carnival License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov or contact the Mayor's Office to obtain a carnival license application.

Will you serve food at your event? YES NO

If yes, please indicate the number of vendors _____
Note: A list of food vendors must be submitted prior to the inspection of your event.

Are you requesting the use of any other city-owned property, i.e. parking lots, etc.? YES NO

If yes, please indicate the property that you are requesting to use.

Would you like to request the closing of city streets? YES NO

If yes, please fill in the following information or submit a route map along with this application:

Will a drone be used? YES NO

If yes, please fill in the name of the pilot: _____

STREET	FROM	TO	DATES	TIMES
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Does your event require the use of city sidewalks? YES NO

Does your event require temporary electric service? YES NO

- If yes, please indicate location(s) electric is needed on next sheet.

Does your event require temporary water/hydrant meter? YES NO

- If yes, please indicate locations(s) for hydrant meter(s) on next sheet.

SECTION 4 - SITE PLAN AND/OR ROUTE MAP

Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

See attached

If applicable, the following must be included:

Location of food vendors (FV)
Location of beverage vendors (BV)
Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail merchants (RM)
Location of First Aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding events
Electric (E)
(Hydrant Meter (H20))

Holiday Homecoming 2020 – General Information

Due to the COVID-19 situation, the St. Charles Business Alliance will be making changes to the traditional Holiday Homecoming event taking place November 27-28, 2020. We will scale back the event to stay within governmental guidelines while continuing to follow our mission of attracting people to St. Charles to shop and dine.

Instead of our traditional “Lighting of the Lights,” we will be pre-recording a “Virtual Lighting of the Lights” which will be broadcast on our social media pages on Friday, November 27.

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We will encourage local restaurants and businesses to host holiday themed specials, promotions, and/or mini-events. We are also working on a “Professional Ice Sculptor” element for Saturday, November 28. The ice sculptor would be set up in a private area where Phase 4 Guidelines could be followed.

We plan to have “Santa’s House” on the East Plaza with limited hours, starting Saturday, November 28. The house will be set up so Santa will be socially distant from visitors, still allowing for a photo to be taken. There will be a mailbox set up for children to leave their letters.



🌳 Trees, A total of 45

Section 5 – Emergency Phone Tree

Please use the space below to illustrate the Emergency Phone Tree for your event or submit a separate form detailing your Emergency Phone Tree. If you need additional space, please attach a separate sheet.

Event Title Holiday Homecoming Date(s) of Event 11/27-28/2020

Emergency Contact Information

Primary Contact: Amy Curione Secondary Contact: Jenna Sawicki

Title: Events Manager Title: Executive Director

Phone No: 630-443-3952 Phone no.: 630-443-3964

Tertiary Contact: _____ Operations Manager: _____

Title: _____ Title: _____

Phone No: _____ Phone no.: _____

Site Managers and miscellaneous contacts

Location: _____ Location: _____

Date(s): _____ Date(s): _____

Name: _____ Name: _____

Phone # _____ Phone #: _____

Location: _____ Location: _____

Date(s): _____ Date(s): _____

Name: _____ Name: _____

Phone # _____ Phone # _____

Location: _____ Location: _____

Date(s): _____ Date(s): _____

Name: _____ Name: _____

Phone #: _____ Phone # _____

Section 6– Emergency or Crisis Management Procedures

Please submit your Emergency or Crisis Management Procedures for your event or use the provided example. If you need additional space, please attach a separate sheet.

Emergency/Crisis Management Procedures

1. In the case of any incident, accident or anything deemed "out of the ordinary" (including inclement weather and its potential affects on patrons, property and/or equipment). St. Charles Business Alliance has designated Amy Curione with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of SCBA, coordinate with local authorities for an action plan and to make any statements to the press (if applicable).
2. In the case of any incident, accident or anything deemed "out of the ordinary" (including inclement weather and its potential affects on patrons, property and/or equipment) ALL SCBA staff will be instructed to:
 - a. Act as quickly and professionally as possible;
 - b. To contact their immediate supervisor and/or the on-site Amy Curione management representative;
 - c. Have as much factual information available as possible – not to speculate as to the cause of the incident, accident, etc., unless requested by the CM;
 - d. Follow the directions of the immediate supervisor and/or the on-site Amy Curione management representative explicitly;
 - e. Recommend that people leave the area first, or at the very least go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use the lower levels of the parking decks. (West Side, Walnut Street & 1st Street), (East Side, Walnut Avenue & 3rd Avenue). In the event of Tornado Warnings on Saturday and Sunday, Park District staff will open the Pottawatomie Park Community Center so people can seek shelter there, if desired;
If at a location with food, vendors and/or ride operators: turn off all power, gas and grills so unattended energy sources do not catch on fire.
3. These steps should be taken immediately following any incident/accident:
 - a. Get medical help to the parties involved (if applicable);
 - b. Work with sound/announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patron's attention;
 - c. Resume scheduled activity as soon as possible (subject to #5 below);
 - d. Call the police or other authorities and report any accident;
 - e. Identify witnesses to the incident to obtain statements if necessary;
 - f. Contact a Site Manager for an Incident Report.
4. The CM will communicate to all staff, volunteers, and other personnel that all communication with the press, police, or any other authority will be handled solely by the CM. Police may request information from event personnel and everyone associated with Staff of SCBA will cooperate with the police department. We will not interfere with police investigations and/or action plans and we will provide the police with materials available upon their request. Any and all materials requested should not be given out until copies of all information can be reproduced for SCBA.
5. The CM will consult with the local authorities. If it is determined conditions are so extreme the festival cannot continue, the CM will consult with Jenna Sawicki to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by SCBA management. No personnel or staff should offer any information to any

media other than the provided statement. No media questions should be answered unless otherwise instructed.

7. Always remember to follow these guidelines:
 - a. Keep as cool and calm as possible;
 - b. Cooperate fully with the authorities. Be as accurate as possible, don't speculate with anyone, including Holiday Homecoming personnel;
 - c. Direct any and all media questions to CM, and only read official statements prepared by SCBA Management;
 - d. Use common sense. Think before you act, and always be professional;
 - e. Fill out a Festival Incident Report as accurately as possible;
 - f. Get a copy of the Incident Report from the police and a report from the hospital (if applicable).

Additional Notes:

SECTION 7 – RETAIL MERCHANTS

It is the responsibility of the event organizer to ensure that all participating retail merchants are properly collecting, reporting and filing City sales taxes from sales generated at the event, in accordance with State Statutes. The City's current sales tax rate is 8%. Sales tax collections and forms are to be submitted to the State and not the City. For further information on how and where tax payments are to be submitted, please contact the Illinois Department of Revenue Registration Office at 1-800-732-8866.

Please answer the following question regarding the use of retail merchants in conjunction with your event:

Will your event include:

- Merchants selling retail merchandise? YES: _____ NO: X
- Food and/or beverages for immediate consumption? YES: _____ NO: X

If no, no further action is necessary.

If yes to either, you must provide a list of all participating vendors, including business name, address and State IBT number to the City's Finance Department within 14 days of the event. A sample form in Excel format will be emailed to the event organizer's email address. In addition, you must read and sign the following certification:

I understand that it is my responsibility to ensure that all retail merchants and/or food and beverage vendors participating in this event are aware of the rules and requirements for properly collecting and remitting any City sales taxes generated from sales at this event. I will provide the City with a complete listing of all merchants, including their name, address and State IBT number, within 14 days of the event.

Signature: _____

Date: _____

Name: _____

Title: _____

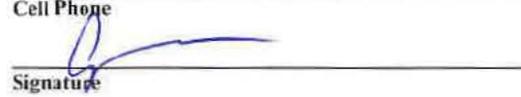
SECTION 8 – St. Charles Police Department – Request for Police Services



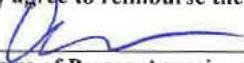
ST. CHARLES POLICE DEPARTMENT

REQUEST FOR POLICE SERVICES

DATE SUBMITTED: 10/14/2020
 Individual Requesting Services: Amy Curione
 Person/Organization to be Billed: St. Charles Business Alliance
 Address: 2 E. Main St.
 City/State/Zip Code: St. Charles IL 60174

630-443-3952
 Home Telephone
 Cell Phone: 
 Signature: 

St. Charles PD has the authority to determine the number of officers needed based on the circumstances and conditions of the event. I hereby agree to reimburse the city of St. Charles for all compensation paid to its officers for the services and at the rates described above.


 Signature of Person Agreeing to Pay

TYPE OF EVENT: _____
 LOCATION: _____

DATE(S)	TIME(S)	NUMBER OF OFFICERS REQUESTED
	to	

HOURLY RATE – TIME & 1/2
 NUMBER EXPECTED TO ATTEND _____

***** DO NOT WRITE BELOW THIS SPACE *****

APPROVED: _____ DISAPPROVED: _____ DATE: _____

Comments: _____

Approved By: _____

OFFICER SIGNUP SECTION HOURLY RATE – TIME & 1/2

DATE	TIME	OFFICERS REQUESTED	NAME	NAME
	to			

Billing to City of St. Charles Verified by: _____ Date: _____

SECTION 9 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the St. Charles Business Alliance
(name of organization)
("Organization") to conduct Holiday Homecoming ("Event"),
(name of event)
the Organization recognizes, acknowledges and assumes any and all risks arising from or in any way related to the Event.

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the City of St. Charles, its officers, officials, employees and agents from and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, cost, and expenses (including all attorney's fees and costs), arising from, or resulting from or in any way related, directly and/or indirectly to the Event, except that arising out of the sole legal cause of the City of St. Charles, its officers, officials, employees and agents.

The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgment shall be rendered against the City of St. Charles, its officers, officials, employees and/or agents, in any such action, the Organization at its own expense shall satisfy and discharge same.

The invalidity of any provision(s) of this INDEMNIFICATION/HOLD HARMLESS or unenforceability of any of its provisions shall not affect the validity or enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS.

The Organization and the authorized signatory below warrant and represent that the authorized signatory below has full authority to execute and submit this application, including, but not by way of limitation, the INDEMNIFICATION/HOLD HARMLESS

provisions contained herein.

The Organization and the authorized signatory below agree to inform the City of St. Charles of any changes in the application at least thirty (30) days prior to the event.

St. Charles Business Alliance
(Name of Organization)

10/15/2020
(Date)

by [Signature]
Authorized Signatory

Signed and sworn to before me this 15th day of October, 2020.

[Signature]
Notary Public



All applications must be signed and notarized.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The City of St. Charles reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver All Completed Items to:
City of St. Charles
Attn: The St. Charles Police Department
1515 W. Main Street
St. Charles, IL 60174