

AGENDA
THE CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. STEVE WEBER, CHAIR
MONDAY, OCTOBER 16, 2023
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET

1. Call to Order

2. Roll Call

3. Administrative - None

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 Class A Liquor License Application for Main Street LLC dba Puffs & Pours, Located at 201/203 W. Main Street, St. Charles.

6. Finance Department

- a. Recommendation to authorize the Finance Director to execute the risk insurance program renewal for the year beginning December 1, 2023 in the amount of \$970,918.
- b. Recommendation to approve the Preliminary Estimate of the 2023 Property Tax Levy for the City of St. Charles in the Amount of \$ \$24,352,098.

7. Information Systems

- *a. Recommendation to approve a **Resolution** Authorizing the Approval of a One-year Agreement with the Center for Internet Security for \$27,600.

8. Public Comment

9. Additional Items from the Mayor, Council or Staff

10. Executive Session

- Personnel – 5 ILCS 120/2(c)(1)
- Pending, 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)

11. 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: 5a

Title:

Recommendation to approve a Proposal for a Class A Liquor License Application for Main Street LLC dba Puffs & Pours, Located at 201/203 W. Main Street, St. Charles.

Presenter:

Police Chief James Keegan

Meeting: Liquor Control Commission

Date: October 16, 2023

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

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

Main Street LLC dba Puffs & Pours., located at 201/203 W. Main St., is requesting approval of a Class A liquor license application for their business as a full-service liquor store. This property previously operated as a package liquor store.

Before being presented to this Committee, this item was discussed at the Liquor Control Commission meeting at 4:30 pm on October 16, 2023. The City Council will take a final vote on this item at the next City Council Meeting.

Attachments *(please list):*

Memo, Liquor License Application, Site Plan, Business Plan, Articles of Organization, BASSET Certificate, COI

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a proposal for a Class A Liquor License for Main Street LLC dba Puffs & Pours located at 201/203 W. Main St., St. Charles.



Memo

Date: 9/27/2023

To: Lora Vitek, Mayor-Liquor Commissioner

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

Re: Background Investigation- Class A Liquor License for Main Street LLC, dba Puffs & Pours located at 201/203 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.

Puffs & Pours intends to open and operate a full-service liquor store at the above location. This is a 2,100 square foot building formerly operated as a packaged liquor store. The intended hours of operation are 8am-11pm S-W and 8am-Midnight T-S.

The applicant owns and operates a similar store in Antioch. 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.

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

Police Department



CITY OF
ST. CHARLES
ILLINOIS • 1834

Date: 09/20/2023

To: Chief Keegan via Chain of Command

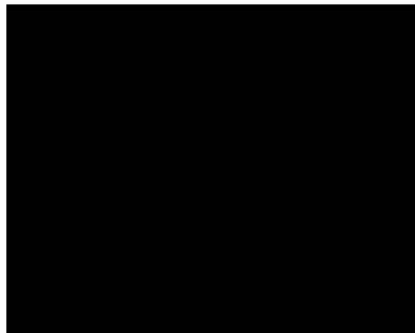
From: Detective Noelle Wold #375

RE: Addendum: Liquor License Background / Main St Liquor LLC

The purpose of this memo is to outline the steps taken during the background investigation for a Liquor License Application. This investigation was done based on the application submitted for a Class A license for the business, **Main St Liquor LLC**. This business is located at 203 W. Main St. St. Charles, IL 60174.

Applicant:

Patel, Serena



APPLICATION:

The initial application was received on or around 08/10/2023. I completed the background for the business, which also included a signed lease agreement, menu, floor plan and Certificate of Insurance. At the time of the application, Serena Patel was listed as the General Manager. Serena was fingerprinted by our agency during the initial background investigation and a record check for Serena conducted showing no record. Serena did not have contacts that would preclude her from obtaining a liquor license.

Service, Courage, Professionalism, Dedication



RECORDS CHECK:

Serena was fingerprinted by our agency on August 10, 2023. Serena's fingerprints were returned from the Illinois State Police Bureau of Identification, which showed no record.

Serena advised that she has resided in [REDACTED] for the past 20 years. Bartlett Police Department showed no records for Serena.

A check of Serna Patel through Kane County Aegis and the above listed jurisdiction's records showed no negative contacts that would preclude her from obtaining a liquor license.

A record check through our department's New World System shows no records.

A check of the Illinois Liquor Control Commission showed a current active license for the following location:

PAYAL LLC DBA SHOP N SAVE LIQUOR

579 W IL ROUTE 173
ANTIOCH IL, 60002

Antioch Police Department showed no records for Serena.

A check of TLO and I-Clear (law enforcement databases) showed no record that would cause the license to be denied.

A check of the Illinois Secretary of State showed PAYAL LLC DBA SHOP N SAVE LIQUOR, to be in good standing.

Serena Patel advised that she completed her BASSET Certification course on 12/02/2022. Serena stated that all staff will complete obtain their BASSET Certification. Serena stated that she would submit all BASSET certifications to the City of St. Charles upon completion of the course.

APPLICANT INTERVIEW:

On 09/06/2023, I met with Serena at the St. Charles Police Department where she signed a waiver for this background. Serena stated that Main St Liquor LLC DBA Puffs & Pours is purchasing the business, Samp Two Inc., from Pratik Patel. The purchase agreement was dated and signed by all parties on 08/08/2023. Serena stated that she has not purchased any alcohol for the business and would be purchasing the current inventory when the business purchase is complete. Serena stated that the original floor plan will remain the same and no renovations will be conducted. Serena stated that the hours of operation will remain the same. Serena provided the City of St. Charles with a copy of her Certificate of Liability Insurance from MFS Insurances Services Inc. The business is insured for \$1,000,000/\$2,000,000 aggregate. Serena advised that once the liquor license is approved she is taking over the lease that was signed on 09/05/2023 by the original owners.

This concludes this background investigation.

Noelle Wold 375
Detective Noelle Wold #375

W.P.L. #340

8/10/2023

City of St. Charles, Illinois Liquor Control Commission
CITY RETAIL LIQUOR DEALER LICENSE APPLICATION



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

Business Name Moun St. Liquor LLC

APPLICATION CHECKLIST

Check items to confirm all are attached to this application	Applicant	Office Use
Application Fee of \$200 (5.08.070C) non-refundable <small>Non-refundable</small>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Completed Application for all questions applicable to your business. <u>pending</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Lease/Proof of Ownership	<input type="checkbox"/>	<input 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. <u>LLC</u>	<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). <u>no changes - as is</u>	<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. <u>no changes - as is</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Business Plan, to include: <input type="checkbox"/> Hours of Operation <input type="checkbox"/> Copy of Menu <input type="checkbox"/> Whether or not live music will be played at this establishment <input type="checkbox"/> Will there be outdoor seating and/or outdoor designated smoking area <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. <u>NO</u>	<input 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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alcohol Tax Acknowledgement and Business Information Sheet	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OFFICIAL USE ONLY

Julien Wahl 375
Signature of Investigating Officer

Badge Number & Rank 375 Detective

Approval Recommended* Approval NOT Recommended
J. Ig 9-27-23

Signature of Chief of Police Date

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

LICENSE INFORMATION:

A Package \$3200-3600 **A1** **A2** **A4** **A5** **A6**

B Restaurant \$2400-3600 **B1** **B2** **B3** Late Night Permit 1:00am \$800 (B/C only)

C Tavern \$2400-3600 **C1** **C2** **C1** Late Night Permit 2:00am \$2300 (B/C only)

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

G Brewery/Restaurant or Site License - \$varies **G1** **G2**

H Catering License - \$varies **H1** **H2**

*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: Main St Liquor LLC

3. Business Address: 203 W. Main St. St. Charles, IL 60174

4. Type of Business (5.08.070-3): [REDACTED]	5. Length of Time in this Business (5.08.070-4): <u>0 years</u>	6. Value of merchandise that normally will be in inventory when in operation (5.08.070-5): \$	
7. Business Phone: <u>630-977-9396</u>	8. Business E-mail: [REDACTED]	9. Business Website: -	10. Illinois Tax ID Number:
11. Applicant/Contact Person Name: <u>Serena Patel</u>		12. Title: <u>owner</u>	13. Email: [REDACTED]
14. Applicant Home Address, and all addresses for the last 10 years: [REDACTED]			
15. Ph #: <u>630-977-9396</u>	DL#: [REDACTED]	16. Date of Birth: [REDACTED]	17. Birthplace: <u>Chicago, IL</u>
18. If Corporation, Corporation Name: <u>Main St Liquor LLC</u>			
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: _____

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="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is any individual a naturalized citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 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="checkbox"/> Owned <input checked="" type="checkbox"/> 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: Phone Number: Address of Building Owner: [REDACTED] Mailing Address of Building Owner (if different):</p> <p>Name of Building Owner: Phone Number: Address of Building Owner: E-mail Address: Mailing Address of Building Owner (if different):</p> <p>Name of Building Owner: Phone Number: Address of Building Owner: E-mail Address: 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="checkbox"/> Yes <input checked="" type="checkbox"/> 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?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, has a building permit been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> 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="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, what was the disposition of the application? Explain as necessary:</p>

8. 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)? Yes No

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? Yes No

9. List previous liquor licenses issued by any State Government or any subdivision thereof (5.08.070-9). Use additional paper if necessary.

Government Unit: State of IL liquor control commission Location, City/State: Eff 579 WIL Rte 173
 Date: 01/25/23 Special Explanations: MARIQUAN, IL 60002

Government Unit: Location, City/State:

Date: Special Explanations:

10. Have any liquor licenses possessed ever been revoked (5.08.070-9)? Yes No

If yes, list all reasons on a separate, signed letter accompanying this application.

Has any director, officer, shareholder, or any of your managers, ever been denied liquor license from any jurisdiction? Yes No

If yes, proceed to Question 15. If more space is needed, please attach a separate sheet of paper with the information.

11. Complete ONLY if yes was answered to the question above (10):

Name: Name of Business:

Position with the Business: Date(s) of Denial:

Reason(s) for Denial of License:

12. Date of Incorporation (Illinois Corporations) (5.08.070-10): 8/3/23

Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation):

13. 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)? Yes No

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? Yes No

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? Yes No

Have you ever been convicted of a gambling offense? Yes No (If a partnership or corporation, include all partners and the local manager(s).)

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):

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
 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): Severna Patel Birthdate: [REDACTED]

Home Street Address, Incl City, State, Zip: [REDACTED]

Date of Course: 12/2/22 Place Course was Taken: Learn 2 Sew Certificate Granted? Y 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:

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

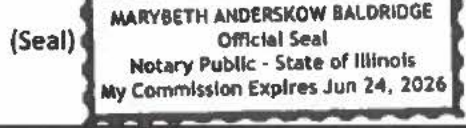
Business Name:

SIGNATURES

[Handwritten Signature]

Applicant's Signature

Subscribed and sworn before me this 07 day of August, 2023



[Handwritten Signature]
Notary Public

ADDENDUM TO RETAIL LIQUOR LICENSE APPLICATION

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

Date: 9/6/2023 Name of Applicant: Serena Patel

Name of Business: Main St. Liquor LLC

Address of Business: 203 W. Main St. Ward Number: 4

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:

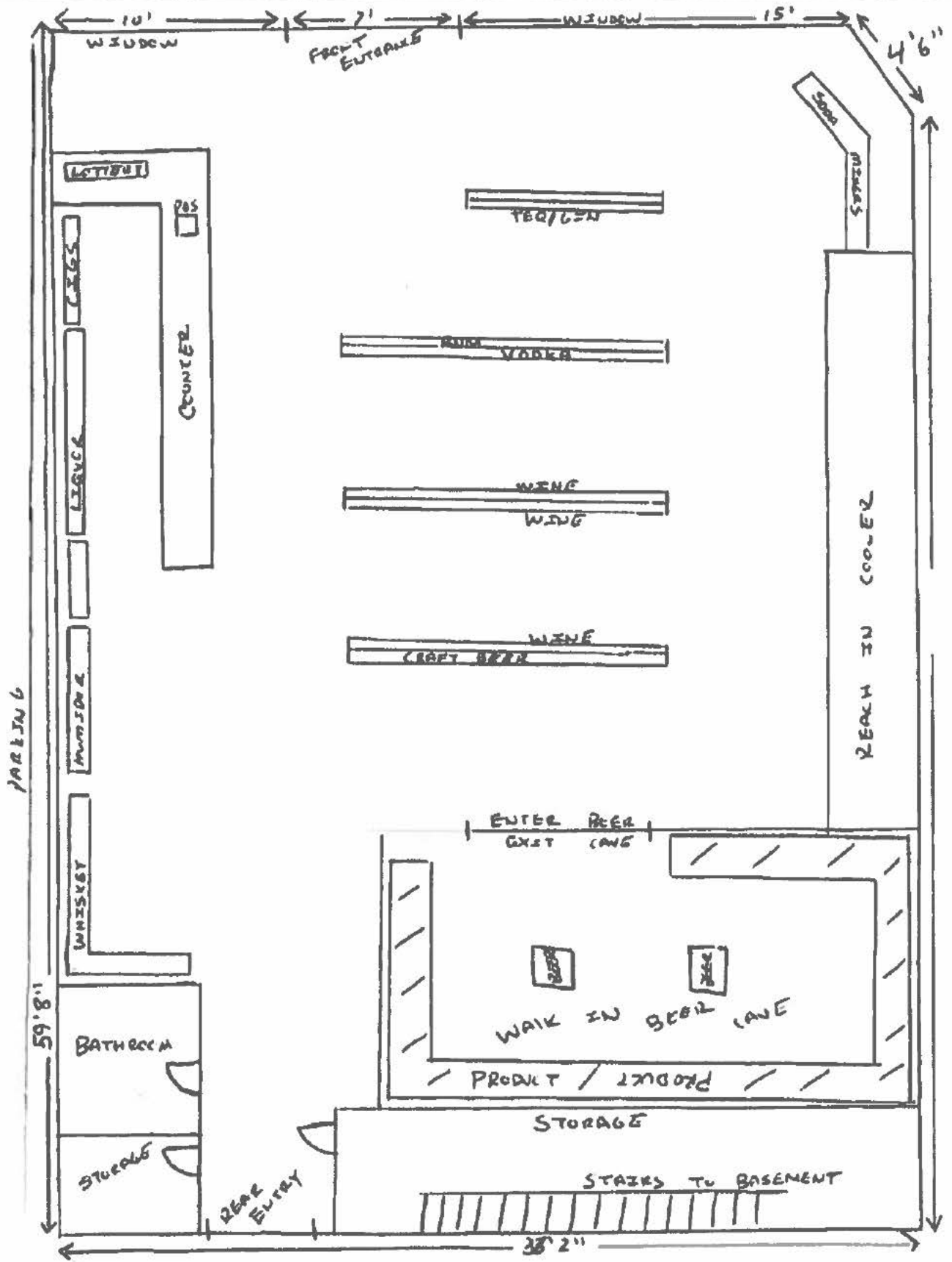
1. Date on which applicant will begin selling retail alcoholic liquors at this location:
As soon as possible
2. Is the location within 100 feet of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands or children; or any military or naval station? 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
4. If premises for which an alcoholic liquor license is herein applied for are within 100 feet of a church, have such premises been licensed for the sale of alcoholic liquor at retail prior to the establishment of such church? Yes No

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? Yes No

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>IEP Catt</i> Date: <i>8/10/23</i></p>
14.	<p>Other necessary data:</p>

MAIN ST / 64



2nd STREET / POPE 31

PARKING

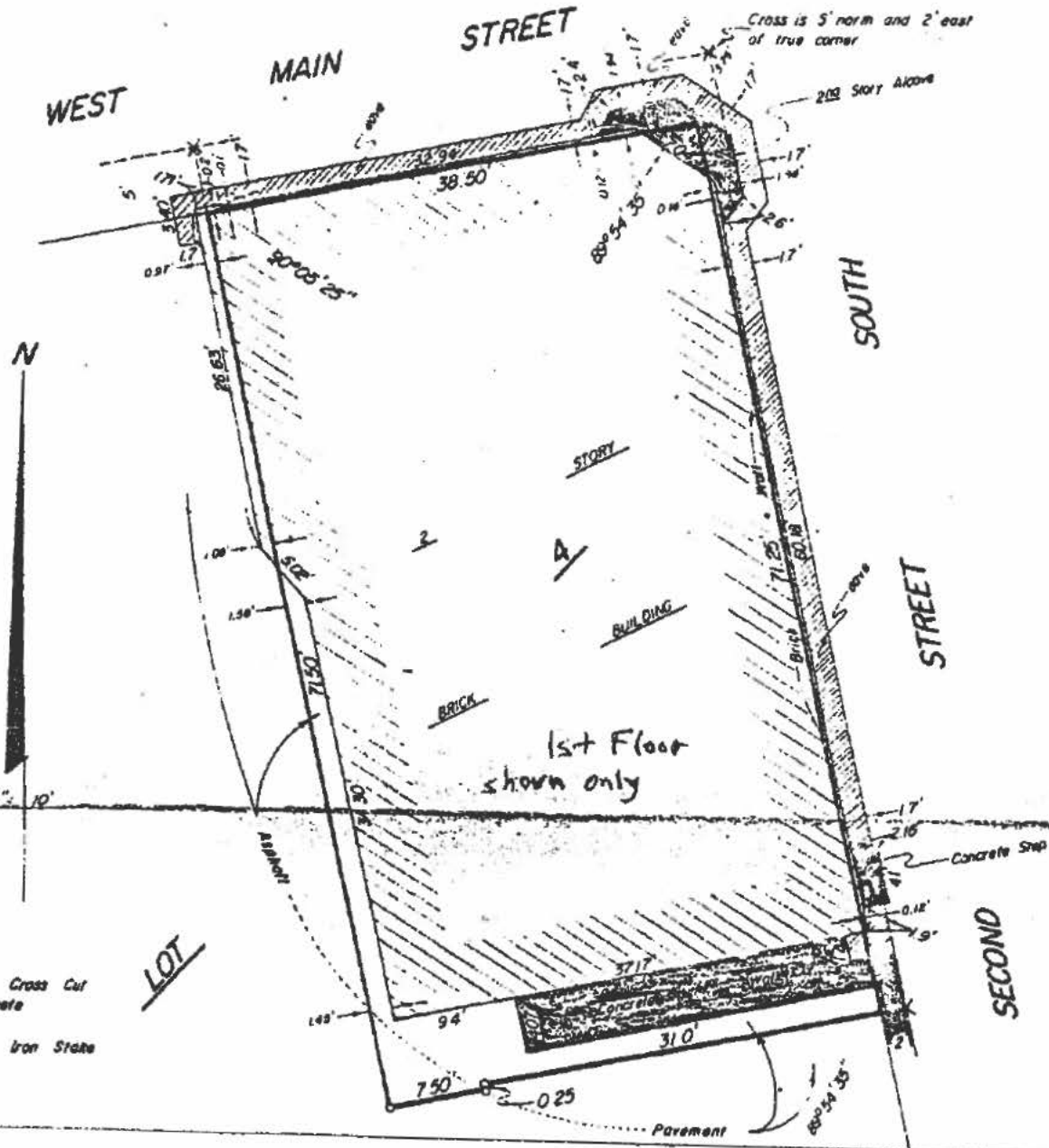
59'8"

38'2"

PARKING

EXHIBIT "A"

Leased Premises

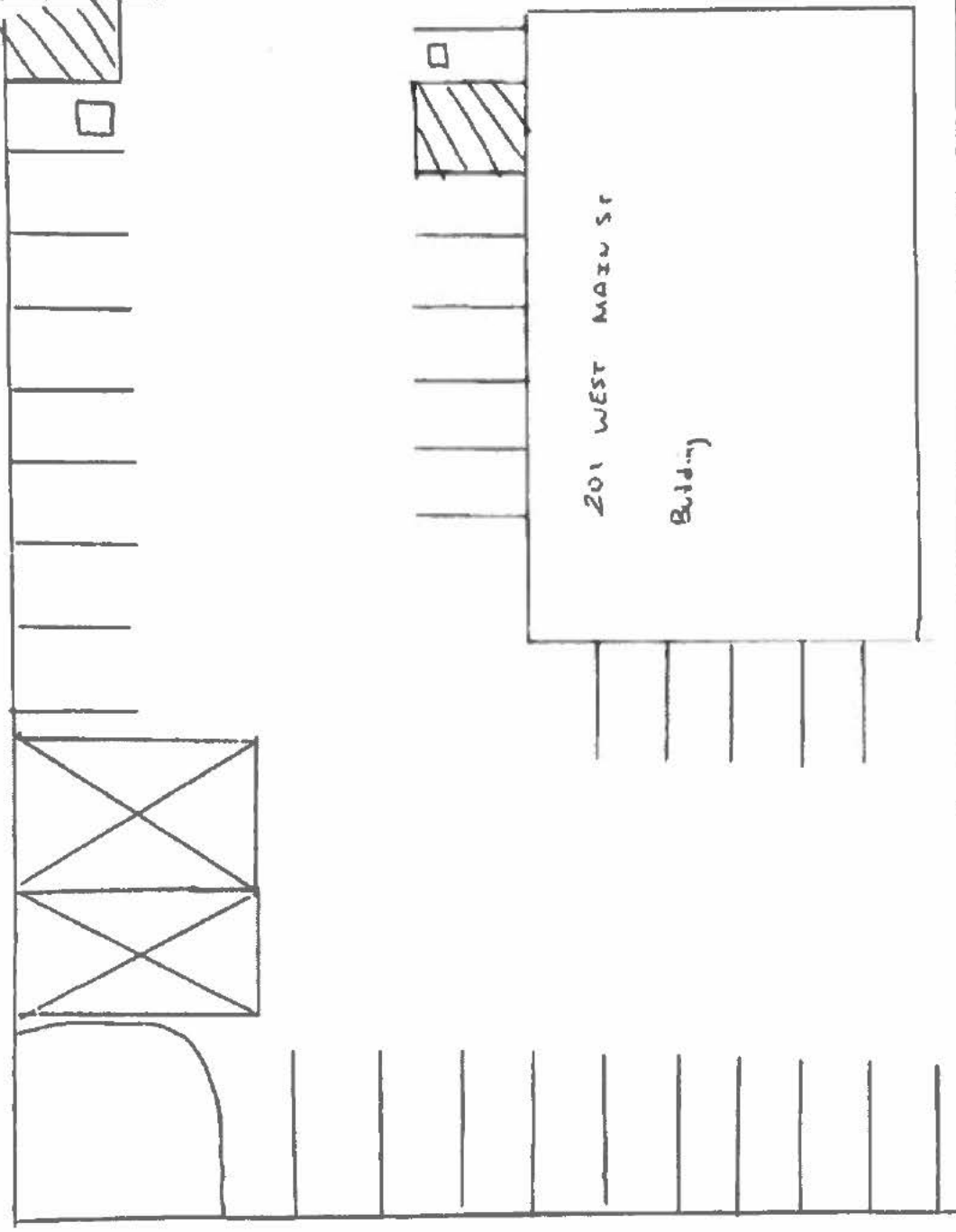


Leased Premises are
Approx. 2,500 sq ft

Initials JP / (Signature)

MAIN ST (64)

2nd St / Route 31



**MAIN ST LIQUOR LLC
BUSINESS PLAN**

Prepared By: Serena Patel

1. Hours of Operation

- a. Sunday 8:00 am – 11:00 pm
- b. Monday 8:00 am – 11:00 pm
- c. Tuesday 8:00 am – 11:00 pm
- d. Wednesday 8:00 am – 11:00 pm
- e. Thursday 8:00 am – 12:00 am
- f. Friday 8:00 am – 12:00 am
- g. Saturday 8:00 am – 12:00 am
- h. Open all major holidays

2. Menu

- a. Domestic Beer
- b. Craft Beer
- c. Wine
- d. Seltzers
- e. Pre-Mixed Liquor
- f. Mixers
- g. Water
- h. Liqueur
- i. Vodka
- j. Gin
- k. Rum
- l. Whiskey
- m. Brandy
- n. Cognac
- o. Tequila
- p. Cigars
- q. Cigarettes

- 3. There will not be live music played at this establishment.
- 4. There is no outdoor seating or outdoor designated smoking area.

For any additional questions please contact
Serena Patel

.com

Form **LLC-5.5**

**Illinois
Limited Liability Company Act
Articles of Organization**

FILE # 13571112

Secretary of State Alexi Giannoulias
Department of Business Services Limited
Liability Division
www.ilsos.gov

Filing Fee: **\$150**

Approved By: **MJH**

**FILED
AUG 03 2023
Alexi Giannoulias
Secretary of State**

1. Limited Liability Company Name: MAIN ST LIQUOR LLC

2. Address of Principal Place of Business where records of the company will be kept:

[REDACTED]

3. The Limited Liability Company has one or more members on the filing date.

4. Registered Agent's Name and Registered Office Address:

SERENA PATEL

[REDACTED]

5. Purpose for which the Limited Liability Company is organized:

"The transaction of any or all lawful business for which Limited Liability Companies may be organized under this Act."

6. The LLC is to have perpetual existence.

7. Name and business addresses of all the managers and any member having the authority of manager:

PATEL, SERENA

[REDACTED]

8. **Name and Address of Organizer**

I affirm, under penalties of perjury, having authority to sign hereto, that these Articles of Organization are to the best of my knowledge and belief, true, correct and complete.

Dated: AUGUST 03, 2023

SERENA PATEL

[REDACTED]

Illinois BASSET SELLER / SERVER CERTIFICATION


Trainee Name: Serena Patel

Certificate #: 000027100482

Date of Completion: 12/02/2022

School Name:

360training.com dba Learn2Serve

I, 
certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

This course provides necessary
knowledge and techniques for the
responsible serving of alcohol.

This is your temporary certificate of completion. You will receive your official card in the mail. Please forward all questions to support@360training.com.



learn²
serve

Corporate Headquarters

5000 Plaza on the Lake, Suite 305

Austin, TX 78746

Phone: 877.881.2235

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6a
	Title:	Recommendation to authorize the Finance Director to execute the risk insurance program renewal for the year beginning December 1, 2023 in the amount of \$970,918	
	Presenter:	Bill Hannah, Finance Director	
Meeting: Government Operations Committee		Date: October 16, 2023	
Proposed Cost: \$970,918		Budgeted Amount: \$991,618	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>Executive Summary</p> <p>The City has retained Assurance Agency as its consultant for the City’s risk insurance program. Assurance routinely markets the City’s insurance and needs to many carriers, helping to ensure that the City retains the best coverage at the most reasonable and effective premium cost. Assurance has completed the renewal of the City’s risk management insurance needs for the upcoming year. The total cost quoted for the renewal beginning December 1, 2023 is \$970,918. This compares to a cost of \$955,129 for the 2022 renewal or an overall increase of 1.7%.</p> <p>Cyber Coverage</p> <p>Last year, the Finance and Information Systems teams worked with Assurance to meet the evolving requirements necessary to secure competitive cyber coverage. The City achieved the goal of procuring \$4 million in cyber coverage from Travelers for the December 1, 2022 to December 1, 2023 coverage period at a cost of \$94,890. As part of the renewal for this upcoming year, staff is pleased to report that multiple carriers quoted the City’s cyber coverage risk needs, and staff was able to again procure \$4 million in coverage from Travelers for \$79,597, a reduction of \$15,293 from last year’s renewal.</p> <p>Workers Comp, General Liability, Auto, Property and Other</p> <p>The total cost quoted for the renewal for the year beginning December 1, 2023 for all of the other City premiums is \$891,321. This compares to a cost of \$860,239 for the 2022 renewal or an overall increase of 3.6%.</p> <p>Assurance has noted that the property insurance market has undergone a severe tightening in response to various natural disasters and other situations over the past couple of years. Despite this tightening, Assurance was able to procure property coverage this year from Travelers at a slight increase of \$6,888 from the previous year.</p> <p>For 2023, the renewal policy coverage limits remain essentially consistent with 2022; there have been no negative changes to any of the City’s coverage limits, deductibles, or self-insured retention (SIR) amounts.</p> <p>Besides property and inland marine, no other changes are being proposed to the companies providing coverage. Travelers is the proposed carrier for all of the City’s coverages, with the exception that the Illinois Public Risk Fund continues to carry the City’s Workers Compensation policy coverage. Staff is very satisfied with the results of this year’s renewal as indicated and recommends approval as presented. A representative from Assurance will attend Monday’s meeting to provide further information or answer questions if necessary.</p>			
<p>Attachments (please list):</p> <p>Premium Summary</p>			
<p>Recommendation/Suggested Action (briefly explain):</p> <p>Seeking a motion to authorize the Finance Director to execute the risk insurance program renewal for the year beginning December 1, 2023 in the amount of \$970,918.</p>			

Premium Summary


The following is a summary of the insurance carrier premiums quoted and payment plan options. For comparison purposes, we also included your expiring premium adjusted to current payroll and sales totals. The figures used in this calculation are as follows:

Coverage Carrier/AM Best Rating Payment Plan	Expiring Premium	Renewal Premium
Workers' Compensation* Illinois Public Risk Fund / Not AM Best Rated 12 Installments: Direct Bill	\$162,151	\$173,823
General Liability* Travelers / A++, XV Annual Payment: Agency Bill	\$98,608	\$103,608
Law Enforcement Liability Travelers / A++, XV Annual Payment: Agency Bill	\$43,921	\$43,921
Public Officials Liability and Employment Practices Liability Travelers / A++, XV Annual Payment: Agency Bill	\$70,458	\$70,458
Automobile Travelers / A++, XV Annual Payment: Agency Bill	\$78,844	\$81,311
Umbrella Travelers / A++, XV Annual Payment: Agency Bill	\$112,299	\$117,363
Government Crime Wrap Travelers / A++, XV Annual Payment: Agency Bill	\$1,961	\$1,961
Property Travelers / A++, XV Annual Payment: Agency Bill	\$285,674	\$292,562
Inland Marine Travelers / A++, XV Annual Payment: Agency Bill	\$6,323	\$6,314
Cyber Travelers / A++, XV Annual Payment: Agency Bill	\$94,890	\$79,597
Travelers Claim Fund	\$0	\$0
Total Premium	\$955,129	\$970,918

* Subject to annual audit

Note: Deposit premiums due upon binding

IPRF Safety Grant for 2024 is \$20,853

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6b						
	Title:	Seeking a Motion to Approve the Preliminary Estimate of 2023 Property Tax Levy in the amount of \$24,465,744							
	Presenter:	Bill Hannah, Director of Finance							
Meeting: Government Operations Committee		Date: October 16, 2023							
Proposed Cost: \$-0-		Budgeted Amount: \$ N/A	Not Budgeted: <input type="checkbox"/>						
TIF District: None									
Executive Summary (if not budgeted, please explain):									
<p><u>Background</u></p> <p>The City is required to prepare a formal, preliminary estimate of its property tax levy each year. This formal estimate provides the basis for the truth in taxation notice. The actual tax levy ordinance will be presented for approval at the December 4, 2023 City Council meeting after the official public hearing is held on that same evening. Property taxes comprise about 23% of the City’s budgeted revenues for the General Fund and are a key revenue source funding core City services and required pension contributions. The 2023 property tax levy will provide funding for the upcoming FY 2024-25 Budget for the City.</p> <p><u>Last Year’s Levy/Extension</u></p> <table style="margin-left: 40px;"> <tr> <td>General Levy:</td> <td style="text-align: right;">\$14,187,097</td> </tr> <tr> <td>Bonds/Debt Levy:</td> <td style="text-align: right;"><u>\$10,165,001</u> (Abated in its entirety)</td> </tr> <tr> <td>TOTAL:</td> <td style="text-align: right;">\$24,352,098</td> </tr> </table> <p>As indicated above, property taxes for the City’s general obligation bonds were abated and paid with other General Fund, TIF or utility fund revenue sources.</p> <p><u>2023 Levy Considerations</u></p> <p>A key component of the tax levy considerations is the annual actuarial valuation done for the Police Pension Fund and the Firefighters Pension Fund, as the recommended amounts for City funding are incorporated into the operating tax levy. The actuarial valuations done for both funds were completed and measured as of April 30, 2023, and resulted in an increase in the City’s required contribution as follows:</p> <ul style="list-style-type: none"> • The Police Pension Fund required City contribution from the levy is increasing \$296,481 or 7.1% to \$4,467,238 • The Firefighter’s Pension Fund required City contribution from the levy is increasing \$270,120 or 9.9% to \$2,989,721 <p>In summary, the required City property tax contributions for police and fire pension funding are increasing \$566,601 over last year.</p> <p>One other line item included in the general tax levy category, but does not fund operations is the line item for the Mental Health Board. That tax levy amount has historically been set to be close to \$0.04 cents on the property tax bill, with funds distributed to agencies as recommended by the Board and</p>				General Levy:	\$14,187,097	Bonds/Debt Levy:	<u>\$10,165,001</u> (Abated in its entirety)	TOTAL:	\$24,352,098
General Levy:	\$14,187,097								
Bonds/Debt Levy:	<u>\$10,165,001</u> (Abated in its entirety)								
TOTAL:	\$24,352,098								

ultimately approved by City Council. Over the last two years that tax rate has been closer to \$0.037 primarily due to larger increases in the City's EAV.

2023 Estimated Operating Levy Recommendation

Last year, the City approved a property tax levy which would provide for the increased amounts necessary for police and fire pensions, but keep flat the other property tax levies to fund general services. If the City were to consider a levy under the same parameters, and provide for mental health board funding close to \$0.04, that would result in an overall levy increase recommendation of 4.71%. After taking into consideration various economic factors, cost of providing services, progress the City has made in funding capital projects, as well as budgetary considerations for funding City initiatives, an overall levy estimate of 3.0% is recommended as outlined below.

	Property	Property		2023-2022	
	Tax Extensions	Tax Extensions	Proposed	Dollar	Percent
<u>General/Other Purposes</u>	<u>2021</u>	<u>2022</u>	<u>Levy 2023</u>	<u>Change</u>	<u>Change</u>
Corporate	2,929,435	2,929,726	2,761,854	(167,872)	-5.73%
Fire Protection	1,865,021	1,866,042	1,867,000	958	0.05%
Police Protection	1,865,021	1,866,042	1,867,000	958	0.05%
Mental Health Board	611,638	635,029	660,000	24,971	3.93%
Total General Purpose	7,271,114	7,296,839	7,155,854	(140,985)	-1.93%
<u>Pension</u>					
Police Pension	3,870,588	4,170,757	4,467,238	296,481	7.11%
Fire Pension	2,580,382	2,719,601	2,989,721	270,120	9.93%
Total Pension	6,450,970	6,890,358	7,456,959	566,601	8.22%
Total	13,722,084	14,187,197	14,612,813	425,616	3.00%

Bonded Debt Levy

The total amount of principal and interest payments on the City's general obligation debt for the 2023 levy year is \$9,852,931. This is a decrease of 3.1% from the prior year of \$10,165,001. When added together the two components for the estimated 2023 levy are as follows:

This Year's 2023 Estimated Tax Levy

Operating Levy: \$14,612,813
 Bonds/Debt Levy: \$ 9,852,931 (To be abated in its entirety)
 TOTAL: \$24,465,744 (Estimate for Purposes of Truth in Taxation)

Summary

The 2023 estimated levy as presented would result in an increase of about \$24 annually or about \$2 per month for the owner of a home with a fair cash value on the property tax bill of \$300,000. This assumes no change in the assessed value of a home relative to other properties and the City as a whole.

Kane County currently estimates that the equalized assessed valuation for the City will increase by approximately 10% in total, due to an increase in the assessed valuation of existing residential properties. This increase in EAV, as currently estimated by the County, will result in a decrease in the overall City property tax rate from \$0.8361 to \$0.7824. The estimated tax rate for the Mental Health Board funding would also decrease to about \$0.035. Although this is less than the historical target tax rate of \$0.04, it still provides for an increase in funding consistent with prior years.


Staff will be providing a presentation on the 2023 estimated property tax levy with additional information at the Government Operations meeting on October 16, 2023.

Attachments (please list):

None

Recommendation/Suggested Action (briefly explain):

Seeking a Motion to Approve the Preliminary Estimate of 2023 Property Tax Levy in the amount of \$24,465,744.

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 7*a
	Title:	Recommendation to approve a Resolution Authorizing the Approval of a One-year Agreement with the Center for Internet Security for \$27,600	
Presenter:	Director of Information Systems Larry Gunderson		
Meeting: Government Operations Committee		Date: October 23, 2023	
Proposed Cost: \$27,600	Budgeted Amount: \$28,000	Not Budgeted: <input type="checkbox"/>	
TIF District: None			
<p>Executive Summary (if not budgeted, please explain):</p> <p>The City is a member of the Multi-State Information Sharing and Analysis Center (MS-ISAC), a division of the Center for Internet Security (CIS) dedicated to improving the overall cybersecurity posture of the nation's state and local governments. MS-ISAC is federally funded through the Cybersecurity and Infrastructure Security Agency (CISA).</p> <p>Membership in MS-ISAC provides the City with an outstanding resource to assist in meeting its information security program goals, including access to CIS services. This will be the third year that the City has utilized CIS services. There is no proposed cost increase for the current year.</p>			
<p>Attachments (please list):</p> <p>Resolution</p>			
<p>Recommendation/Suggested Action (briefly explain):</p> <p>Recommendation to approve a Resolution Authorizing the Approval of a One-year Agreement with the Center for Internet Security for \$27,600</p>			

City of St. Charles, Illinois
Resolution No.

**A Resolution Authorizing the approval of a one-year agreement with
the Center for Internet Security in the amount of \$27,600**

**Presented & Passed by the
City Council on**

WHEREAS, since 2021, the Center for Internet Security, has provided cybersecurity services to the City;

WHEREAS, the Center for Internet Security has submitted pricing for cybersecurity services for the period of one year, December 7, 2023 to December 6, 2024;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the renewal of an Agreement with the Center for Internet Security be approved in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of _____, 2023

PASSED by the City Council of the City of St. Charles, Illinois, this ____ day of _____, 2023

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of _____, 2023

ATTEST:

Lora Vitek, Mayor

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Resolution No. _____

Page 2

Abstain: