



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

PALATINE LIQUOR COMMISSION

MINUTES

JANUARY 13, 2025

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:17 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Present	
Joe Falkenberg	Commissioner	Present	
Kollin Kozlowski	Commissioner	Present	
Brad Helms	Commissioner	Present	

Also Present:

Village Clerk Marg Duer, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Rick Veenstra, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief William Nord, Fire Chief Patrick Gratziana, IT Director Larry Schroth, Director of Finance Andrew Brown, Director of Human Resources Monika Pandya, Management Analyst Laura Okrzesik.

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - November 11, 2024 -
Accepted

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

III. AGENDA ITEMS

1. Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2025 Hometown Fest - **Approved by Voice Vote**

Deputy Village Manager Hadley Skeffington-Vos recommended approval of the Jaycee's request for waiver of fees and a temporary liquor license for Hometown Fest to be held on July 2-6, 2025 with all servers complying with Police regarding identification and training.

Casey Siani, Danielle Green, and Courtney Kulig spoke on behalf of the Jaycees' 68th Hometown Fest.

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

2. Consider an Application for a Class B (Package Liquor) Liquor License for Millennium Cigar & Liquor Located at 235 W. Northwest Highway - **Approved by Voice Vote**

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

IV. ADJOURNMENT – Time: 7:21 PM

Motion to Adjourn - **Motion Carried by Voice Vote**

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

SUBMITTED BY:

Margaret R. Duer
Village Clerk



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PALATINE LIQUOR COMMISSION

MINUTES

NOVEMBER 11, 2024

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:05 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Absent	
Joe Falkenberg	Commissioner	Present	
Kollin Kozlowski	Commissioner	Present	
Brad Helms	Commissioner	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Patrick Brankin, Director of Community Development Mike Jacobs, Director of Public Works Matt Barry, Police Chief William Nord, Fire Chief Patrick Gratianna, IT Director Larry Schroth, Director of Finance Paul Mehring, and Director of Human Resources Monika Pandya, Deputy Clerk Kristin La Russo and Doris Sadik

II. MINUTES APPROVAL

- Palatine Liquor Commission - Regular Meeting - October 14, 2024 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Tim Millar, Commissioner
SECONDER:	Scott Lamerand, Commissioner
AYES:	Falkenberg, Schwantz, Millar, Lamerand, Kozlowski, Helms
ABSENT:	Myslinski

III. AGENDA ITEMS

- Consider an Application for a Class E (Temporary) Liquor License for St. Thomas of Villanova's New Years Party on Tuesday, December 31, 2024 at St. Thomas of Villanova Parish, 1201 E. Anderson Drive - **Approved by Voice Vote**

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

2. Consider an Application for a Class G Restaurant (Beer & Wine) Liquor License for Siri Thai II Located at 40 W. Palatine Road - **Approved by Voice Vote**

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

IV. ADJOURNMENT – Time: 7:20 PM

Motion to Adjourn - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Falkenberg, Schwantz, Millar, Lamerand, Kozlowski, Helms
ABSENT:	Myslinski

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Nov 11, 2024 7:05 PM (Minutes Approval)

Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2025 Hometown Fest

BACKGROUND:

The Palatine Jaycees are requesting a temporary liquor license for the sale of beer and wine at their 68th Fourth of July festival to be held from July 2 - July 6, 2025. This annual festival is held at Community Park. The proposed hours are as follows:

- Wednesday, July 2: 4 pm - 10 pm (Last call at 9:45 pm)
- Thursday, July 3: 3 pm - 12 am (Last call at 11:45 pm)
- Friday, July 4: Noon - 12 am (Last call at 11:45 pm)
- Saturday, July 5: Noon - 12 am (Last call at 11:45 pm)
- Sunday, July 6: Noon - 5 pm (Last call at 4:45 pm)

KEY ISSUES:

All servers will be required to comply with the Police Department seminar in regard to identifications. Extensive precautions are planned to prevent problems with underage patrons. A representative from the Jaycees will be available for questions. A diagram of the event layout is attached.

ALTERNATIVES:

1. Approve the request.
2. Refer back to Staff.

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- Hometown Fest Liquor App
- Liquor Tent Layout

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

VILLAGE OF PALATINE TEMPORARY EVENT LIQUOR LICENSE APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT

Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event Palatine Jaycees Hometown Fest 2025		First time event? ☐ Yes ☒ No	
Exact Address of Event Community Park, 262 E Palatine Road, 60067			
Date(s) of Event 7/2/25-7/6/25		Hours of Event 12pm-2am	
Phone number/website for publication 847-604-0288, www.palatinejaycees.org		Estimated attendance 25,000	Last year's actual attendance 25,000
Describe the events community and/or cultural benefit Annual 4th of July celebration with a carnival, food, entertainment and special events for the community			

CONTACT INFORMATION

Name of Sponsoring Organization Palatine Jaycees		Contact person from Sponsoring Organization Zach Kulig, Palatine Jaycees President 2025	
Sponsoring Organization Address [REDACTED]		City Palatine	Zip 60078
Name of Organizer/Coordinator [REDACTED]		Email [REDACTED]	
Organizer/Coordinator Address [REDACTED]		City [REDACTED]	Zip [REDACTED]
Phone Number [REDACTED]	Cell Phone Number [REDACTED]	Fax Number [REDACTED]	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service				Type of Alcoholic Beverages
Date	Time from: (am/pm)	Time to: (am/pm)		
7/2/25	4pm	10pm	☒ Beer	
7/3/25	3pm	12am	☒ Wine	
7/4/25	12pm	12am	☐ Mixed Drinks	
7/5/25	12pm	12am	☐ Other	
7/6/25	12pm	5pm		

A Copy of the following must be attached to every application:

- ☐ Site Plan
- ☐ Certificate of Insurance evidencing Dramshop Liability
- ☐ Letter from property owner acknowledging service of alcohol (Park District or Private Property Owner)
- ☐ Letter from Organization authorizing the liquor application

Conditions of Liquor License Approval

Must provide copy of State Liquor License upon Issuance to the Village

All persons who sell or serve alcoholic liquor and/ID Check must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule training course, please contact the Crime Prevention Department at (847)-359-9061.

Signature of Organizer
DeGreen

Date
1/7/25

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

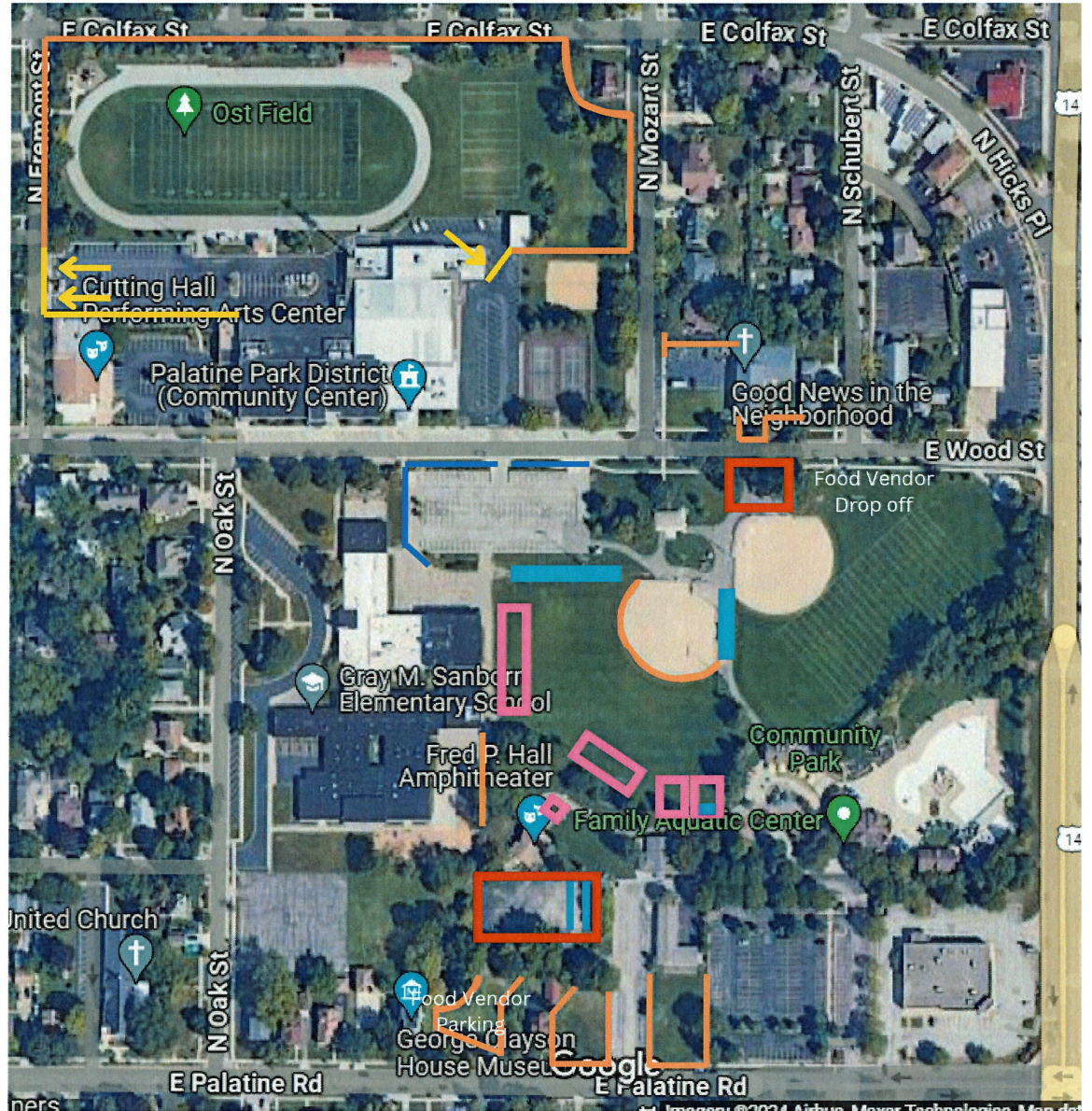
Page 1 of 2

Packet Pg. 6

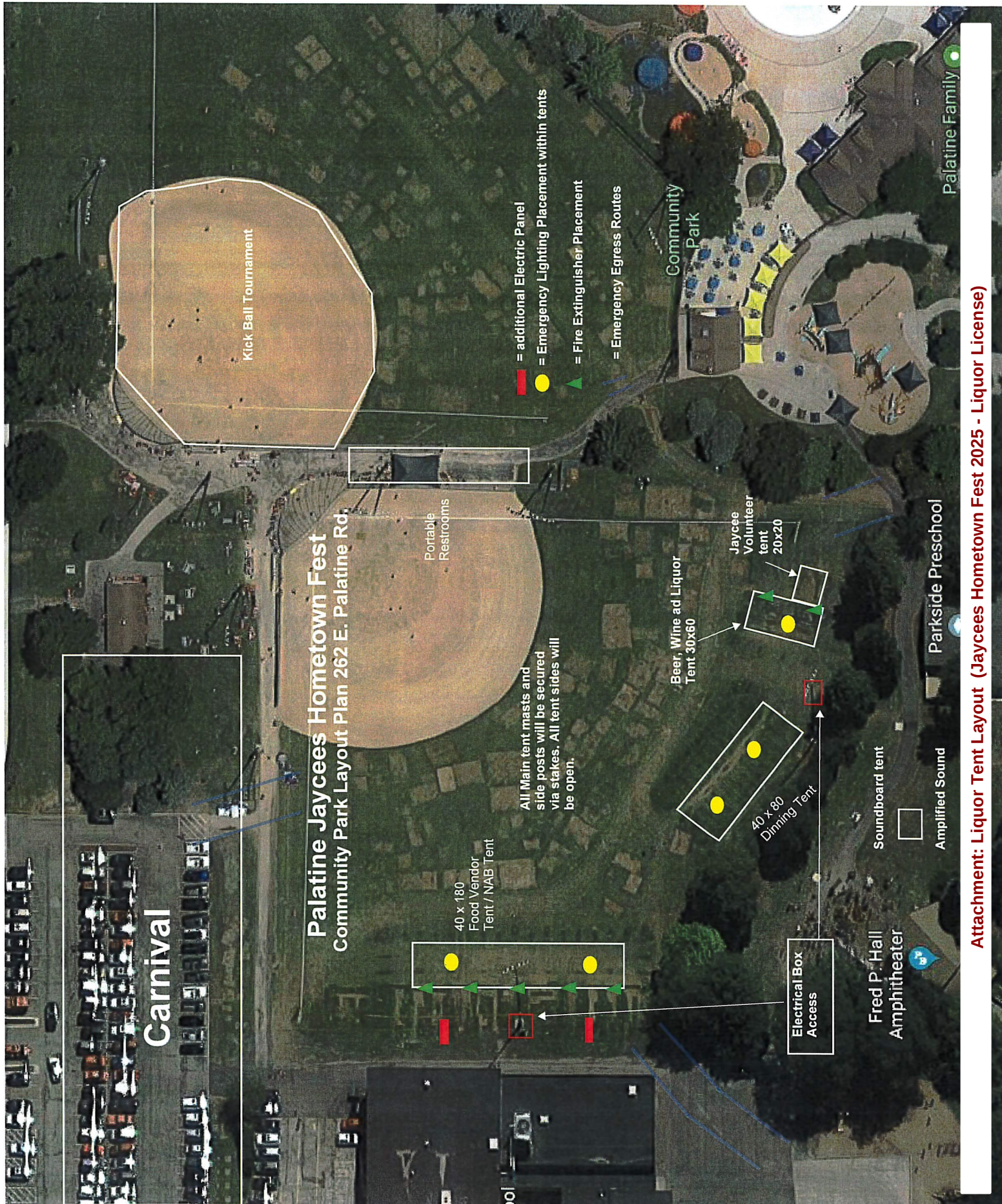
Attachment: Hometown Fest Liquor App (Jaycees Hometown Fest 2025 - Liquor License)

Master

Driven Fence (arrow = gate)
Jaycee/PPD Provided Snow Fencing
Portable Units
Carnival Barriers
Blue Peak Tents
Food & Entertainment Vendors



Attachment: Hometown Fest Liquor App (Jaycees Hometown Fest 2025 - Liquor License)



Consider an Application for a Class B (Package Liquor) Liquor License for Millennium Cigar & Liquor Located at 235 W. Northwest Highway

BACKGROUND:

On tonight's agenda is an Ordinance increasing the number of Class B (Package Liquor) Liquor Licenses by one for Millennium Cigar & Liquor located at 235 W. Northwest Highway. Permitted hours for a Class B Liquor License are Sunday - Saturday 6 AM - Midnight.

KEY ISSUES:

A copy of the application is on file in the Village Manager's Office. The Petitioner will be present Monday evening to answer any questions of the Commission.

ALTERNATIVES:

1. Approve the Class B liquor license.
2. Do not approve the Class B liquor license.

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- Business Plan
- Floor Plan

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



Palatine Cigar and Liquor - Business Plan

Business Location

235 W Northwest Hwy, Palatine, IL 60067

Overview of business

We want to do retail business of premium cigars and packaged liquor to serve customers in Palatine and surrounding suburbs. Our business plan is to serve wide range of tobacco/cigars, vape and liquor (alcoholic and non-alcoholic) products at competitive price and experience. Our retail location will have walk in humidor for premium cigars and beer cave for local crafted beers, domestic and international. We are in the business to make profits at the same to give our customer's value for their money, time and experience.

DBA: TBD

Hours of Operation

- Mon – Thu 9 am – 10pm
- Fri – Sat 9 am -12am
- Sun 9 am- 10pm

No of Employee

- 2 (This will vary due to days of the week and seasonality)

Estimated number of Customers

- 200-250 (This will vary due to days of the week and seasonality)

Types of Products Sold at location

- Premium domestic and Imported Cigars
- E-cigarettes & smoke products
- Spirits (Whiskey, Scotch, Bourbon, Rum, Vodka, Gin etc.)
- Beer & Wine
- Non-alcoholic drinks
- Packaged Snacks

Security Consideration

- 3rd party ID scanners
- Lotto ID scanners
- 24x7 Security cameras (Inside/Outside)

