



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

VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

JUNE 16, 2025

Regular Meeting

7:00 PM

I. ROLL CALL: TIME 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Absent	
Greg Langer	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Joe Falkenberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Absent	
Brad Helms	District 6 Councilman	Present	

Also Present:

Deputy Village Clerk Kristin La Russo, Village Manager Reid Ottesen, 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, and Director of Human Resources Monika Pandya

II. ELECTION OF MAYOR PRO TEM

In Mayor Schwantz's absence, Deputy Clerk La Russo called the meeting to order and opened the floor for nominations for Mayor Pro Tem. Councilman Helms, seconded by Councilman Myslinski, nominated Councilman Lamerand to serve as Mayor Pro Tem.

1. Election of Mayor Pro Tem - Motion Carried by Voice Vote

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Kozlowski

III. PLEDGE TO THE FLAG

Mayor Pro Tem Lamerand invited everyone to stand and join him in the Pledge to the Flag.

IV. APPROVAL OF MINUTES

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Kozlowski

1. Village Council & Committee of the Whole - Special Meeting - June 9, 2025 - **Accepted**
2. Village Council & Committee of the Whole - Regular Meeting - June 9, 2025 - **Accepted**

V. MAYOR'S REPORT

1. As Submitted -

Mayor Pro Tem Lamerand announced upcoming events.

Friday, June 20, Saturday June 21 & Sunday June 22
St. Nectarios Greek Fest
133 S. Roselle Road

Friday, June 20: 6 PM - 9 PM
Saturday, June 21: 9:30 PM - 3 PM
Sunday, June 22: 12:30 PM - 3 PM
Friends of Palatine Library Used Book Sale
Palatine Library

Wednesday, June 25: 7:30 PM - 8:45 PM
Palatine Concert Band Sounds of Summer Concert
Fred P Hall Amphitheater

Wednesday, July 2 - Sunday, July 6
Hometown Fest
Palatine Jaycees
Fireworks July 3rd - Parade July 5th

Friday, July 4 - Village offices are closed for Independence Day

VI. RECESS TO THE COMMITTEE OF THE WHOLE

Recess to the Committee of the Whole - Motion Carried by Voice Vote

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Greg Langer, District 1 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Kozlowski

VII. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Execute a License Agreement for a Residential Driveway to Access the Vacant Lot East of 1347 N. Grove Avenue Grove Avenue (W. North Street and Coolidge Avenue ROW) - **Approved by Voice Vote** (Council District: One)

Director of Planning & Zoning Ben Vyverberg presented the petitioner's request for a license agreement to allow a private driveway to be constructed and extended, providing access to a vacant lot east of 1347 N. Grove Avenue. Under the proposed agreement, the petitioner would be responsible for all construction and maintenance, including tree clearing and grading necessary for the driveway. The driveway would extend an existing right-of-way to serve a newly proposed single-family home. This area was previously unincorporated before being annexed. The plan has been reviewed by the Village Engineer and Fire Marshal. Staff recommends approval of the license agreement, subject to final review and approval by the Village Attorney.

Councilman Myslinski questioned whether the existing homeowner to the south would be responsible for all future road improvements and maintenance. Vyverberg responded that the intent is for any future property owner to be responsible for their portion of the driveway.

Councilman Helms asked whether there was a way to formalize a 50/50 ownership agreement for the driveway in the right-of-way, and Vyverberg replied that formalizing the agreement would help ensure its acceptance as part of the proposal.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Langer, District 1 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Schwantz, Kozlowski

2. Consider an Ordinance Designating and Approving the Builder for Lot 4 in the Kleiner Resubdivision - **Motion Carried by Voice Vote** (Council District: One)

Planning & Zoning Director Ben Vyverberg presented the petitioners request to be the designated builder for a planned development in a subdivision from 2005. Two lots were initially developed, while the remaining two remained vacant. With a new developer interested in building on the easterly lot, they request to reinstate the development, complete any remaining public improvements such as sidewalks and ensure compliance. Staff recommends approving the builder for the resubdivision.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Langer, District 1 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Schwantz, Kozlowski

3. Consider an Ordinance Amending Chapter 2 Administration of the Village's Code of Ordinances - **Motion Carried by Voice Vote**

Police Chief William Nord explained the proposed changes to the code of ordinances aiming to modernize hiring standards for Police Officers. The changes are designed to expand the applicant pool, streamline processes, and respond better to current labor market conditions. Staff recommends approval of the text amendments following the endorsement by the Board of Fire and Police Commissioners.

Councilman Myslinski asked if other communities are currently using the same standard and Chief Nord responded that most have already applied these standards in the selection of candidates.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Langer, District 1 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Schwantz, Kozlowski

4. Consider an Ordinance Approving Amendments to Chapter 18 Traffic of the Village of Palatine Code of Ordinances - **Motion Carried by Voice Vote**

Village Manager Reid Ottesen explained the proposed revisions to Chapter 18 that focus on improving clarity and enforcement, particularly within Section 18-81. These changes aim to resolve confusion between the Village, vehicle owners, and third-party collection vendors. Staff is recommending approval of these revisions.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Schwantz, Kozlowski

5. As Submitted -

Nothing was submitted.

B. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

In the absence of Chairman Kozlowski, Vice-Chairman Helms opened the Infrastructure & Environment Committee.

1. Groundwater Ordinances

Director of Public Works explained that the petitioners request for groundwater ordinances prohibiting the installation of wells in defined areas. This ordinance would prohibit the use of groundwater as a potable water supply at the site and areas surrounding the site. This aims to restrict additional well installations within designated areas to help secure a No Further Remediation (NFR) Letter from the Illinois Environmental Protection Agency (IEPA). To qualify for an NFR, groundwater use must be restricted at the site and in any direction of migration. Staff recommends approval.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Langer, District 1 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Schwantz, Kozlowski

- A. Consider a Motion Authorizing a Groundwater Ordinance Prohibiting the Installation of Wells in a Defined Area (1245 East Dundee Road) - **Motion Carried by Voice Vote** (Council District: Five)
 - B. Consider a Motion Authorizing a Groundwater Ordinance Prohibiting the Installation of Wells in a Defined Area (515 West Colfax Street) - **Motion Carried by Voice Vote** (Council District: Six)
 - C. Consider a Motion Authorizing a Groundwater Ordinance Prohibiting the Installation of Wells in a Defined Area (7 N. Northwest Highway) - **Motion Carried by Voice Vote** (Council District: Six)
2. Consider a Motion to Award a Contract for the 2025 Pavement Striping Program - **Approved by Voice Vote**

Director of Public Works Matt Barry proposed awarding the 2025 Pavement Striping Program contract to the lowest bidder, ensuring cost efficiency. The necessary funds have already been allocated in this year's Operating Budget to support the project and staff recommends approval.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Schwantz, Kozlowski

3. Consider a Motion to Approve the IDOT Maintenance Agreement for State Highways Within Palatine - **Approved by Voice Vote**

Director of Public Works explained that historically the Village and IDOT enter into an agreement of select State routes to maintain pavement within the Village including snow and ice control. Staff is recommending approval of the proposed maintenance Agreement with IDOT.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Langer, District 1 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Schwantz, Kozlowski

4. As Submitted -

Nothing was submitted.

C. BUSINESS FINANCE & BUDGET COMMITTEE

JOE FALKENBERG, CHAIRMAN

1. Consider a Motion to Accept and Place on File the Annual Comprehensive Financial Report for the Year Ended December 31, 2024 - **Approved by Voice Vote**

Director of Finance Andrew Brown explained the 2024 audit conducted by Sikich LLP has been completed. Auditors rendered an unmodified opinion, which is the highest level of assurance on the Village's financial statements for the year ending December 31, 2024. The general fund maintains four months of operating cash, \$1 million surplus from 2024, and economic stabilization reserve of \$2.5 million. In addition, 7.5% surplus increase in enterprise funds to include water & sewer which funds pay for the operations as well as infrastructure. Staff recommends the Mayor and Village Council formally accept and place on file the Annual Comprehensive Financial Report for the year ended December 31, 2024.

Councilman Falkenberg commended the efforts put into the audit and financial report.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Langer, District 1 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Schwantz, Kozlowski

2. Consider an Ordinance Declaring Surplus Revenue in the Village of Palatine Downtown TIF District Special Tax Allocation Fund - **Motion Carried by Voice Vote**

Village Manager Reid Ottesen explained that this surplus declaration is the first for tax levy year 2024 and 100% of the increment from the downtown TIF district will be distributed to other tax funds. It will be done in two distributions per year, capturing both the spring property tax bill and the fall property tax bill. The Council previously committed that those dollars for the Village will go to the Combined Service Facility. Since 2010, around \$43 million in surplus has been distributed to local tax bodies.

Mayor Pro Tem Lamerand highlighted that the \$10 million being returned to the community is \$10 million that does not need to be committed to taxes. This amount, collected from stakeholders, helps offset the residential tax burden in Palatine, which totals approximately \$22 million. The surplus acts as a form of rebate, effectively reducing the impact on residents. The Village's TIF district distributions play a key role in this process, ensuring funds are reinvested locally and demonstrating strong leadership in financial management.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Greg Langer, District 1 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Schwantz, Kozlowski

3. As Submitted -

Nothing was submitted.

D. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

GREG LANGER, CHAIRMAN

1. As Submitted -

Nothing was submitted.

E. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

Nothing was submitted.

F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted -

Nothing was submitted.

VIII. RECONVENE THE VILLAGE COUNCIL MEETING

Reconvene the Village council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Langer, District 1 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Kozlowski

IX. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Greg Langer, District 1 Councilman
AYES:	Langer, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Kozlowski

1. Consider a Motion to Approve 2025 Warrant #12 - **Approved**
2. Consider a Motion Authorizing the Village Manager to Execute a License Agreement for a Residential Driveway to Access the Vacant Lot East of 1347 N. Grove Avenue Grove Avenue (W. North Street and Coolidge Avenue ROW) - **Approved** (Council District: One)
3. Consider an Ordinance Designating and Approving the Builder for Lot 4 in the Kleiner Resubdivision - **Approved** (Council District: One)

Ordinance #O-60-25
4. Consider an Ordinance Amending Chapter 2 Administration of the Village's Code of Ordinances - **Approved**

Ordinance #O-61-25
5. Consider an Ordinance Approving Amendments to Chapter 18 Traffic of the Village of Palatine Code of Ordinances - **Approved**

Ordinance #O-62-25
6. Consider a Motion Authorizing a Groundwater Ordinance Prohibiting the Installation of Wells in a Defined Area (1245 East Dundee Road) - **Approved** (Council District: Five)

Ordinance #O-63-25
7. Consider a Motion Authorizing a Groundwater Ordinance Prohibiting the Installation of Wells in a Defined Area (515 West Colfax Street) - **Approved** (Council District: Six)

Ordinance #O-64-25

8. Consider a Motion Authorizing a Groundwater Ordinance Prohibiting the Installation of Wells in a Defined Area (7 N. Northwest Highway) - **Approved**
(Council District: Six)

Ordinance #O-65-25

9. Consider a Motion to Award a Contract for the 2025 Pavement Striping Program - **Approved**

10. Consider a Motion to Approve the IDOT Maintenance Agreement for State Highways Within Palatine - **Approved**

11. Consider a Motion to Accept and Place on File the Annual Comprehensive Financial Report for the Year Ended December 31, 2024 - **Approved**

12. Consider an Ordinance Declaring Surplus Revenue in the Village of Palatine Downtown TIF District Special Tax Allocation Fund - **Approved**

Ordinance #O-66-25

13. Consider a Motion to Accept and Place on File the Annual Treasurer's Report for Calendar Year 2024 - **Approved**

X. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

GREG LANGER, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE

JOE FALKENBERG, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

In the absence of Chairman Kozlowski, Vice-Chairman Helms reported on the Infrastructure & Environment Committee.

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

XI. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted -

No Report

B. VILLAGE CLERK

1. As Submitted -

No Report

C. VILLAGE ATTORNEY

1. As Submitted -

No Report

XII. CLOSED SESSION AS REQUIRED

No Closed Session requested.

XIII. RECOGNITION OF AUDIENCE

XIV. ADJOURNMENT: TIME 7:24 PM

SUBMITTED BY:

Kristin La Russo
Deputy Village Clerk