



VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

AUGUST 18, 2025 AT 7:00 PM

VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339
(847) 359-9050 www.palatine.il.us

MINUTES

REGULAR MEETING

7:00 PM

I. CALL TO ORDER

Mayor Schwantz called the meeting to order at 7:00 PM.

II. ROLL CALL

PRESENT :	Mayor Jim Schwantz, Councilman District 1 Greg Langer, Councilman District 2 Scott Lamerand, Councilman District 3 Doug Myslinski, Councilman District 4 Joe Falkenberg, Councilman District 5 Kollin Kozlowski, Councilman District 6 Brad Helms
ABSENT :	

Also Present:

Village Clerk Maureen Pasqualucci, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Rick Veenstra, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief William Nord, Deputy Fire Chief Scott Mackeben, IT Director Larry Schroth, Director of Finance Andrew Brown, Director of Human Resources Monika Pandya.

III. PLEDGE TO THE FLAG

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

IV. APPROVAL OF MINUTES

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Kollin Kozlowski
SECONDER:	Doug Myslinski
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

- A. Village Council - Special Meeting - August 11, 2025
- B. Village Council & Committee of the Whole - Regular Meeting - August 11, 2025

V. MAYOR'S REPORT

- A. Presentation of the Village of Palatine's 2025 Hometown Pride Awards

Mayor Schwantz thanked the Beautification Commission for their efforts to make the community beautiful for each season. Assistant Public Works Director Katie Lapid introduced each member and presented 2025 Hometown Pride Awards:

Single-Family:

1st Place: 1037 W. Partridge Drive – Barbara and Ralph Tobias

2nd Place: 162 S. Greeley Street – Jacob Skolnik

3rd Place: 607 N. Clark Drive – Joseph Massaro

Business:

1st Place: Palatine Park District – Family Aquatic Center

2nd Place: Second City Canine Rescue

3rd Place: Palatine Park District – Palatine Hills Golf Course

Multi-Family:

1st Place: 1273 N. Inverrary Way – Camilo Arreguin

Subdivision Entrance or Cul-De-Sac Island:

1st Place: Willow Walk Homeowners' Association

2nd Place: Palatine Park District – Mallard Park

3rd Place: Bridge View West Homeowners Association

Doors' of Palatine:

1st Place: 607N. Clark Drive - Joseph Massaro

2nd Place: 1045 W. Yale Court – Darlene Napolitano

3rd Place: 937 N. Williams Drive – Paul and Janet Herzog

- B. As Submitted

Beginning **Monday, August 25th**, the Public Works Department will conduct a special brush collection to pick up storm-related trees, limbs and brush from single-family residences. All trees, limbs, and brush must be set out at the curb **no later than 7 AM on August 25th**.

Friday through Sunday, August 22-24

Downtown Palatine Street Fest

Saturday, August 23: 9 AM – 11:30 AM

CycleFest

Towne Square

Sunday, August 24: 11 AM

Pet Parade

Towne Square

Sunday, August 24: 12 PM

Block Party

Prince of Peace Lutheran Church

Village Hall will be closed on **Monday, September 1st** in observance of Labor Day.

The next council meeting will be Tuesday, September 2nd.

VI. RECESS TO THE COMMITTEE OF THE WHOLE

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Doug Myslinski
SECONDER:	Greg Langer
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

VII. COMMITTEE OF THE WHOLE**A. POLICE POLICY & CODE SERVICES COMMITTEE**

DOUG MYSLINSKI, CHAIR

1. Consider an Ordinance Granting a Special Use to Permit a Fence in a Rear Yard Abutting a Street and a Side Lot Line of an Adjacent Front Yard at 934 W. Oxford Court
Council District: Two

Director of Planning & Zoning Ben Vyverberg discussed a fence permit request for 934 W. Oxford Court, highlighting zoning limitations and unique lot circumstances. Vyverberg explained that the owners initially proposed a 6-foot solid fence, but after discussions with neighbors, revised the request to a 4-foot open-style fence. Planning & Zoning Commission approved the special use and staff concurs.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Scott Lamerand
SECONDER:	Jim Schwantz
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

2. Consider an Ordinance Granting a Special Use to Permit a Fence in a Front Yard and a Side Yard Abutting a Street at 617 N. Maple Avenue
Council District: One

Director of Planning & Zoning Ben Vyverberg presented the petitioner's request for a fence permit at 617 N. Maple Avenue, explaining that the proposal will replace the existing fence with a wrought iron style set back six feet from Colfax Street. He noted the existing parkway depths, support from the adjacent neighbor, and applicable landscaping requirements.

Councilman Myslinski asked for clarification on landscaping requirements. Vyverberg responded that they vary depending on site-specific circumstances and location.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Greg Langer
SECONDER:	Kollin Kozlowski
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

3. Consider an Ordinance Granting a Variation to Permit a Twenty-Three Foot Wide Stoop in the Front Yard, Instead of the Maximum Allowed Nine Feet at 823 N. Glenn Drive
Council District: Four

Director of Planning & Zoning Ben Vyverberg presented the petitioners request for a 23-foot-wide stoop in the front yard at 823 N. Glenn Drive. The petitioners are seeking a permit variation to widen the stoop.

Councilman Myslinski asked if the stoop was included in the lot coverage. Vyverberg responded that it depends on the amount of overhang based on the plat of survey.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Joe Falkenberg
SECONDER:	Brad Helms
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

4. As Submitted

Nothing was submitted.

B. INFRASTRUCTURE & ENVIRONMENT COMMITTEE
KOLLIN KOZLOWSKI, CHAIR

1. Consider a Motion to Approve an Ordinance Authorizing the Waiver of the Formal Bid Process and Authorizing the Village Manager to Execute a Contract with Buildtech LLC for the 50 North Brockway Parking Lot and Roadway Improvement Project in an Amount Not to Exceed \$1,275,000
Council District: Six

Director of Public Works Matt Barry explained a redevelopment plan aimed at enhancing Downtown Palatine, involving a partnership with the owner of 50 N. Brockway. The plan involves consolidating three existing parking lots, enhancing access points, and implementing a coordinated approach to shared waste disposal. A license agreement will be established to authorize public use of the parking areas. The total estimated cost of the improvement is \$1,275,000, which includes a \$175,000 contingency. The project will be fully funded through Tax Increment Financing (TIF).

Councilman Kozlowski questioned the start date and Barry responded as soon as possible.

Councilman Helms asked if this includes signage and Barry clarified that the signage is separate.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Brad Helms
SECONDER:	Joe Falkenberg
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

2. As Submitted

Nothing was submitted.

C. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE
GREG LANGER, CHAIR

1. Consider a Motion Authorizing the Village Manager to Execute an Extension to the Service Agreement with CCMSI for Third Party Administration of Workers Compensation and Liability Claims

Director of Human Resources Monika Pandya discussed the renewal of the contract with CCMSI for the review of Workers Compensation and other claims. CCMSI has serviced the Village since 2007, and has offered to renew the contract that covers the years 2026-2028, which includes an annual increase of 3.1%.

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Jim Schwantz
SECONDER:	Scott Lamerand
AYES:	Jim Schwantz, Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

2. As Submitted

Nothing was submitted.

D. BUSINESS FINANCE & BUDGET COMMITTEE
JOE FALKENBERG, CHAIR

1. As Submitted

Nothing was submitted.

E. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
SCOTT LAMERAND, CHAIR

1. As Submitted

Nothing was submitted.

F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE
BRAD HELMS, CHAIR

1. As Submitted

Nothing was submitted.

VIII. RECONVENE THE VILLAGE COUNCIL MEETING

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Brad Helms
SECONDER:	Joe Falkenberg
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

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:	MOTION APPROVED BY ROLL CALL
MOVER:	Scott Lamerand
SECONDER:	Doug Myslinski
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

- A. Consider a Motion to Approve Warrant 2025 #16
- B. Consider an Ordinance Granting a Special Use to Permit a Fence in a Rear Yard Abutting a Street and a Side Lot Line of an Adjacent Front Yard at 934 W. Oxford Court
Council District: Two
Ordinance #O-82-25
- C. Consider an Ordinance Granting a Special Use to Permit a Fence in a Front Yard and a Side Yard Abutting a Street at 617 N. Maple Avenue
Council District: One
Ordinance #O-83-25
- D. Consider an Ordinance Granting a Variation to Permit a Twenty-Three Foot Wide Stoop in the Front Yard, Instead of the Maximum Allowed Nine Feet at 823 N. Glenn Drive
Council District: Four
Ordinance #O-84-25

- E. Consider a Motion to Approve an Ordinance Authorizing the Waiver of the Formal Bid Process and Authorizing the Village Manager to Execute a Contract with Buildtech LLC for the 50 North Brockway Parking Lot and Roadway Improvement Project in an Amount Not to Exceed \$1,275,000
Council District: Six

Ordinance #O-85-25
- F. Consider a Motion Authorizing the Village Manager to Execute an Extension to the Service Agreement with CCMSI for Third Party Administration of Workers Compensation and Liability Claims
- G. Consider a Resolution Regarding the Review of Closed Session Minutes

Resolution #R-18-25

X. REPORTS OF STANDING COMMITTEES

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE GREG LANGER, CHAIR

- 1. As Submitted

No Report.

B. BUSINESS FINANCE & BUDGET COMMITTEE JOE FALKENBERG, CHAIR

- 1. As Submitted

No Report.

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE SCOTT LAMERAND, CHAIR

- 1. As Submitted

No Report.

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE BRAD HELMS, CHAIR

- 1. As Submitted

No Report.

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE KOLLIN KOZLOWSKI, CHAIR

- 1. As Submitted

No Report.

F. POLICE POLICY & CODE SERVICES COMMITTEE
DOUG MYSLINSKI, CHAIR

1. As Submitted

No Report.

XI. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted

Village Manager Reid Ottesen mentioned an upcoming discussion on scooters and e-bikes will be added to the agenda for September 2nd, 2025.

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

Resident expressed concern regarding the lack of enforcement of fire lanes at the Palatine Post Office, 440 W. Colfax Street, as well as broader issues of public disregard and noncompliance.

XIV. ADJOURNMENT

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Brad Helms
SECONDER:	Joe Falkenberg
AYES:	Greg Langer, Scott Lamerand, Doug Myslinski, Joe Falkenberg, Kollin Kozlowski, Brad Helms
NAYS:	None

MEETING ADJOURNED - 7:34 PM

SUBMITTED BY:

Maureen Pasqualucci
Village Clerk