



VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

DECEMBER 1, 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 3 Doug Myslinski, Councilman District 4 Joe Falkenberg, Councilman District 5 Kollin Kozlowski, Councilman District 6 Brad Helms
ABSENT :	Councilman District 2 Scott Lamerand
ARRIVED :	

Also Present:

Village Clerk Maureen Pasqualucci, Village Manager Reid Ottesen, 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 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

A. Village Council & Committee of the Whole - Regular Meeting - November 17, 2025

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

V. MAYOR'S REPORT**A. As Submitted**

Mayor Schwantz announced upcoming events:

Weekends, Now through December 21

Palatine Jaycees Christmas Tree Sale

Palatine Aquatic Center

Toys for Tots Holiday Toy Drive

The Village of Palatine has once again partnered with the United States Marine Corps for the annual Toys for Tots Drive. New, unwrapped toys can be dropped off at Village Hall, the Police Department and Fire Departments through December 8th. Toys collected will be distributed to children in the Palatine area. Your donation is greatly appreciated.

Final Collection for Curbside Yard Waste

The Public Works Department completed the final curbside leaf collection last week. Curbside collection of bagged and bundled yard waste continues through the week of December 8, 2025 on residents' regular scheduled garbage day.

Holiday Light Recycling Program

The Village of Palatine, in partnership with the Solid Waste Agency of Northern Cook County (SWANCC) and Elgin Recycling, is pleased to offer a Holiday Light Recycling Program now until January 30, 2026. Holiday string lights can be dropped off at the Palatine Village Hall, Village Services Counter (first floor), Monday through Friday from 8 AM to 4 PM.

VI. RECESS TO THE COMMITTEE OF THE WHOLE

RESULT:	MOTION APPROVED BY VOICE VOTE
MOVER:	Brad Helms
SECONDER:	Joe Falkenberg
AYES:	Greg Langer, 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 Amendment to Permit the Expansion of a Medical Office (Physical Therapy) at 21 W. Wilson Street
Council District: Six

Director of Planning & Zoning Ben Vyverberg spoke about the Illinois Bone and Joint Clinic expansion and required special use permit. Vyverberg also addressed parking arrangements, daily staffing levels, and client volume.

Councilman Myslinski asked about the site's occupancy and Vyverberg confirmed that the adjacent building was unoccupied.

Mayor Schwantz questioned the zoning specifics of the property, and Vyverberg elaborated on past the 2004 planned development, other special use amendments, and site retail use.

Vyverberg mentioned planning and zoning ultimately chose to approve the project.

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

2. Consider an Ordinance Amending Chapters 6 - Building Codes and Regulations, 7 - Fire Prevention and Protection, 10 - Existing Structures' Maintenance and Occupancy, and 11 - Licenses, Permits and Business Regulations of the Village of Palatine's Code of Ordinances

Village Manager Reid Ottesen mentioned that a section specific year-end review was completed within the code of ordinances to maintain consistency.

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

3. As Submitted

Nothing was submitted.

B. BUSINESS FINANCE & BUDGET COMMITTEE
JOE FALKENBERG, CHAIR

1. 2026 Operating Budget & Capital Investment Plan and Related Approvals
 - a. Consider an Ordinance Adopting the Calendar Year 2026 Annual Budget
 - b. Consider the 2025 Tax Levy Ordinance
 - c. Consider an Ordinance to Abate 2025 Property Tax Levy
 - d. Consider an Ordinance Adopting the 2026 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2026
 - e. Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances
 - f. Consider an Ordinance Amending Chapters 2- Administration, Chapter 17- Taxes, and Chapter 19- Utility Service of the Village of Palatine Code of Ordinances
 - g. Consider a Resolution Appropriating \$3,100,000 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
 - h. Consider a Resolution Appropriating \$950,000 of Motor Fuel Tax Funds for the Rehabilitation of West/South Kerry Court and North Sterling Avenue

Village Manager Reid Ottesen discussed the final budget adoption, explaining that it is a balanced budget with no property tax levy increase.

Ottesen spoke about reshaping the downtown area and other planned improvements, and clarified that this represents the 2025 levy payable in CY2026.

Councilman Falkenberg mentioned Councilman Lamerand's budget process discussion during the last meeting and thanked staff for their efforts.

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

2. Consider a Resolution Amending the Village's Employee Handbook for 2026

Village Manager Reid Ottesen spoke about the annual review of the Village of Palatine employee handbook.

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

3. As Submitted

Nothing was submitted.

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

1. Consider a Motion to Approve the Village of Palatine 2026 Regular Scheduled Meeting Calendar

Village Manager Reid Ottesen discussed the upcoming CY2026 meeting calendar for the Village of Palatine.

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

2. As Submitted

Nothing was submitted.

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

1. As Submitted

Nothing was submitted.

E. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE
SCOTT LAMERAND, CHAIR

1. As Submitted

Nothing was submitted.

F. INFRASTRUCTURE & ENVIRONMENT COMMITTEE
KOLLIN KOZLOWSKI, CHAIR

1. As Submitted

Nothing was submitted.

VIII. RECONVENE THE VILLAGE COUNCIL MEETING

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

- A. Consider a Motion to Approve Warrant 2025 #23
- B. Consider an Ordinance Granting a Special Use Amendment to Permit the Expansion of a Medical Office (Physical Therapy) at 21 W. Wilson Street
Council District: Six
Ordinance #O-113-25
- C. Consider an Ordinance Amending Chapters 6 - Building Codes and Regulations, 7 - Fire Prevention and Protection, 10 - Existing Structures' Maintenance and Occupancy, and 11 - Licenses, Permits and Business Regulations of the Village of Palatine's Code of Ordinances
Ordinance #O-114-25
- D. Consider an Ordinance Adopting the 2026 Salary Rates of Compensation for Certain Officers and Employees of the Village, Effective January 1, 2026
Ordinance #O-115-25

- E. Consider a Motion to Approve the Updated Fee Schedule Supplement to the Village's Code of Ordinances
- F. Consider an Ordinance Amending Chapters 2- Administration, Chapter 17- Taxes, and Chapter 19- Utility Service of the Village of Palatine Code of Ordinances
Ordinance #O-116-25
- G. Consider a Resolution Appropriating \$3,100,000 of Motor Fuel Tax Funds for the Maintenance of Streets and Highways
Resolution #R-30-25
- H. Consider a Resolution Appropriating \$950,000 of Motor Fuel Tax Funds for the Rehabilitation of West/South Kerry Court and North Sterling Avenue
Resolution #R-31-25
- I. Consider a Resolution Amending the Village's Employee Handbook for 2026
Resolution #R-32-25
- J. Consider a Motion to Approve the Village of Palatine 2026 Regular Scheduled Meeting Calendar
- K. Consider a Resolution Authorizing a Planned Development Security Deposit Reduction for Olms Corner Subdivision
Council District: Six
Resolution #R-33-25
- L. Consider a Resolution Authorizing a Planned Development Security Deposit Reduction for Slade Street Crossing Subdivision
Council District: Six
Resolution #R-34-25

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. Consider an Ordinance Adopting the Calendar Year 2026 Annual Budget

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

Ordinance #O-117-25

2. Consider the 2025 Tax Levy Ordinance

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

Ordinance #O-118-25

3. Consider an Ordinance to Abate 2025 Property Tax Levy

Village Manager Reid Ottesen commented on the fully funded debt service reserve and the resulting levy decrease.

Mayor Schwantz acknowledged the debt service and levy decrease.

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

Ordinance #O-119-25

4. 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 expressed gratitude for the dedication and hard work of the Public Works team in keeping the streets clear and safe during the recent snowfall.

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

No one came forward.

XIV. ADJOURNMENT

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

MEETING ADJOURNED AT 7:14 PM.

SUBMITTED BY:

Maureen Pasqualucci
Village Clerk