

PALATINE LIQUOR COMMISSION

MINUTES

JUNE 7, 2021

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:51 PM

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

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Mike Kujawa, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Fire Chief Pat Gratziana, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Human Resources Pam Jackson and Deputy Police Chief Bill Nord

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - March 15, 2021 - **Accepted**

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

III. AGENDA ITEMS

1. Consider a Motion Accepting a Report of a Stock Transfer for Emmett's Brewing Co., 110 N. Brockway Street - **Approved by Voice Vote**

Village Manager Reid Ottesen explained that this is a stock transfer from an original partner to his children and is more than 50%, therefore requiring Council approval.

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

2. Consider an Application for a Class E (Temporary) Liquor License for the Village of Palatine's Downtown Palatine Street Fest on August 27 - 29, 2021 - **Approved by Voice Vote**

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

IV. ADJOURNMENT – Time: 7:53 PM

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

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

SUBMITTED BY:

Margaret R. Duer
Village Clerk



VILLAGE OF PALATINE
 VILLAGE HALL - COUNCIL CHAMBERS
 200 E. WOOD STREET
 PALATINE, IL 60067-5339 – (847) 359-9050
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PALATINE LIQUOR COMMISSION

MINUTES

MARCH 15, 2021

Regular Meeting

7:05 PM

I. ROLL CALL – TIME: 7:23 PM

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

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Nicholas Standiford, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Fire Chief Scott Andersen, IT Director Larry Schroth, Director of Finance Paul Mehring and Director of Human Resources Pam Jackson

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - February 1, 2021 - Accepted

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

III. AGENDA ITEMS – Time: 7:23 PM

1. Consider an Application for a Class PS-1 (Full Serving Product Sampling) Liquor License for Palatine Cardinal Warehouse LLC (d/b/a Garfield's Beverage Warehouse) at 15 S. Brockway Street - Approved by Voice Vote

Minutes Acceptance: Minutes of Mar 15, 2021 7:05 PM (Minutes Approval)

Village Manager Reid Ottesen presented Garfield's request for the new Class PS-1 Liquor License, noting that Garfield's may wait until after completion of construction of the tasting room with seating for up to 16. With Commission approval, the license will be ready when Garfield's is. Action is at the discretion of the Commission.

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

IV. ADJOURNMENT – Time: 7:24 PM

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

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, Commissioner
SECONDER:	Greg Solberg, Commissioner
AYES:	Schwantz, Millar, Myslinski, Solberg, Kozlowski
ABSENT:	Lamerand, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Mar 15, 2021 7:05 PM (Minutes Approval)

Consider a Motion Accepting a Report of a Stock Transfer for Emmett's Brewing Co., 110 N. Brockway Street

BACKGROUND: Section 3-34 of the Alcoholic Beverages Code requires that each person who acquires in excess of 5% of the total issued and outstanding stock of the corporation shall report to the local liquor control commission not less than 30 days prior to such acquisition.

Stock ownership for Emmett's Brewing Co. was held by Timothy Burns (38.1%), Andrew Burns (18.1%), and Matthew Burns (14.3%). Through a Purchase Agreement in 2020, Timothy Burns transferred his stock of Emmett's PT LLC, at 110 N. Brockway Street to Andrew Burns (44.1%), Matthew Burns (28.5%) and The Bank LLC (8.38%). A list of minority non-voting LLC members with ownership of less than 5% is included. This stock transfer will be provided to the Illinois State Liquor Commission to update Emmett's State Liquor License.

KEY ISSUES:

As the entity holding the liquor license has not changed, this action is merely a report to the Palatine Liquor Commission for their approval. No changes to the operation of the restaurant or menu will be made. Copies of the Purchase Agreements are on file in the Village Manager's office.

ALTERNATIVES

1. Approve the change in ownership.
2. Do not approve the change in ownership.

RECOMMENDATION: Staff recommends approval of the change in ownership.

ACTION REQUIRED: At the discretion of the Commission.

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

Consider an Application for a Class E (Temporary) Liquor License for the Village of Palatine's Downtown Palatine Street Fest on August 27 - 29, 2021

BACKGROUND:

The Village of Palatine will be holding its 21st annual Downtown Palatine Street Fest on August 27 - 29, 2021. The Fest is an opportunity for local non-profit organizations to display their community services. In addition, the Fest will once again feature Palatine food establishments to showcase their cuisine for all visitors.

KEY ISSUES:

The Downtown Palatine Street Fest is requesting a Class E Temporary Liquor License for the purpose of selling alcoholic beverages during the following hours in 2021:

Friday, August 27:	5 PM - 12 AM
Saturday, August 28:	11 AM - 12 AM
Sunday, August 29:	11 AM - 6 PM

Downtown Palatine Street Fest would like to sell the following types of alcoholic beverages: Beer, Wine, and Malt Beverages. Food will also be made available at the event. All volunteers serving or selling liquor will complete the Village's required online BASSET training class conducted by the Palatine Police Department.

ALTERNATIVES:

1. Approve the request.
2. Deny the request.

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- Street Fest 2021-Requested Approvals Summary

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

MEMORANDUM

Date: February 23, 2021

To: Reid Ottesen, Village Manager

From: Mike Jacobs, Deputy Village Manager

Re: Street Fest 2021



The following approvals are being sought in connection with the Village's 2021 Downtown Palatine Street Fest:

1. Temporary waiver of the sound amplification ordinance for the live music and performances during the following hours:
 - **Friday, August 27:** 12 PM – 12 AM
 - **Saturday, August 28:** 8 AM – 12 AM
 - **Sunday, August 29:** 8 AM – 6 PM

***Note:** The earlier time from the actual event start times is for sound checks and for other events such as the 5k run/walk, Bike Race, and other activities.*
2. Waiver of Fees for Village services, permits, and licenses.
3. Waiver of the Building Construction Hours for the following:
 - **Wednesday, August 25:** Construction of tents to begin at 7 AM and continue throughout Friday morning.
 - **Thursday, August 26:** Construction of tents and stage to begin at 6 AM and continue throughout Friday morning.
 - **Sunday, August 29:** Removal of tents and stage between 8 PM to 12 AM.
4. Temporary Closure of On-Street Parking from **Wednesday, August 25** at 5 AM to **Monday, August 30** at 12 PM as follows:
 - Slade Street (north side between Greeley St. and Brockway St., south side between Smith St. and Brockway St.)
 - Greeley Street (east and west sides between Slade St. and Palatine Rd.)
 - Brockway Street (east side between Slade St. and railroad tracks)
5. Public street closures from **Friday, August 27** at 5 AM to **Monday, August 30** at 12 PM as follows:
 - **Slade Street** – between Smith Street and Bothwell Street
 - **Greeley Street** – between Palatine Road and Wilson Street
 - **Brockway Street** - between Palatine Road and Railroad Tracks
 - **Railroad Avenue** – between Plum Grove Road and Bothwell Street
 - **Bothwell Street** – Between Palatine Road and Railroad Avenue
 - **Wilson Street** – between Smith Street and Greeley Street
 - **Smith Street** – between Palatine Road and Wood Street (only temporarily if needed in event of an emergency or for the bike race or 5K)

6. Temporary Closure of Commuter Parking Lots
 - **Parking Lot I:** Friday, August 28 at 5 AM through Monday, August 31 at 12 PM for Village staff staging area.
 - **Parking Lot J:** Friday, August 28 at 5 AM through Monday, August 31 at 12 PM to accommodate garbage dumpsters.
 - **Parking Lot G:** Thursday, August 27 at 5 AM through Monday, August 31 at 12 PM to accommodate the construction of the main stage.
 - **Parking Lots K & L:** Friday, August 28 at 5 AM through Monday, August 31 at 12 PM to accommodate handicapped parking and event set up.
7. A motion authorizing the Village Manager to enter into contracts/agreements related to the 2021 Downtown Palatine Street Fest. In conjunction with the 2021 Downtown Palatine Street Fest, the Village will need to enter into a number of contracts or agreements which may exceed \$20,000. All expenses have been funded as part of the CY 2020 budget.

The contracts and/or agreements may include, but are not limited to, the following (cost estimate):

- Tent, table, chair rental (\$25,000)
 - Portable Restrooms (\$10,000)
 - Fencing (\$5,000)
 - Beverages – Beer, Wine, Pop, Water (\$60,000)
 - Main Stage Entertainment (Bands, Stage, Lighting) (\$65,000)
 - Printed Promotional Materials (\$1,000)
 - Kid Zone Entertainment, Games, Rides, Prizes (\$10,000)
 - Generators (\$5,500)
 - General Supplies and Miscellaneous Rentals (\$5,000)
 - Event Operation, Labor, Support, Security (\$20,500)
 - Street Fest Sponsorship Agreements
8. A motion to authorize a Class E Temporary Liquor License for the purpose of selling alcoholic beverages during the following hours:
 - **Friday, August 27:** 5 PM – 12 AM
 - **Saturday, August 28:** 11 AM – 12 AM
 - **Sunday, August 29:** 11 AM – 6 PM