



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

APRIL 8, 2024

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:37 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
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 Hadley Skeffington-Vos, Village Attorney Patrick Brankin, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Fire Chief Patrick Gratziana, IT Director Larry Schroth, and Director of Human Resources Pam Jackson

II. MINUTES APPROVAL

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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

III. AGENDA ITEMS

1. Consider a Motion Granting a Class E (Temporary) Liquor License for the St. Nectarios Greek Orthodox Church Annual 'GreekFest' to be Held on June 21 - 23, 2024 at 133 S. Roselle Road - **Approved by Voice Vote**

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

2. Consider an Application for a Class E (Temporary) Liquor License for the Village of Palatine's Downtown Palatine Street Fest on August 23 - 25, 2024 - **Approved by Voice Vote**

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

IV. ADJOURNMENT – Time: 7:40 PM

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

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

Submitted by:

Margaret R. Duer
Village Clerk



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PALATINE LIQUOR COMMISSION

MINUTES

MARCH 11, 2024

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	Present	
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, Village Attorney Patrick Brankin, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Deputy Police Chief Bill Nord, Fire Chief Patrick Gratziana, IT Deputy Director Rhonda Malcolm, Director of Finance Paul Mehring, and Director of Human Resources Pam Jackson

II. MINUTES APPROVAL

- Palatine Liquor Commission - Regular Meeting - February 12, 2024 - **Accepted**

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

III. AGENDA ITEMS

- Consider an Application for a Class G Restaurant (Beer & Wine) Liquor License for GK Food Service, Inc. (d/b/a Kimpro Sushi) at 23 E. Northwest Highway - **Approved by Voice Vote**

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

2. Consider a Request for a Class E (Temporary) Liquor License for the School Trivia Night Fundraiser at St. Thomas of Villanova Parish, 1201 E. Anderson Drive - **Approved by Voice Vote**

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

IV. ADJOURNMENT – Time: 7:25 PM

Adjourn the Liquor Commission Meeting - **Motion Carried by Voice Vote**

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

Submitted by:

Margaret R. Duer
Village Clerk

Consider a Motion Granting a Class E (Temporary) Liquor License for the St. Nectarios Greek Orthodox Church Annual 'GreekFest' to be Held on June 21 - 23, 2024 at 133 S. Roselle Road

BACKGROUND:

St. Nectarios is requesting a temporary liquor license to sell alcoholic beverages at their annual festival to be held on the grounds of their church at 133 S. Roselle Road (located at the southeast corner of Palatine and Roselle Roads). They are requesting to sell liquor during the following days and hours:

- Friday, June 21: 4 - 11 PM
- Saturday, June 22: 3 - 11 PM
- Sunday, June 23: Noon - 10 pm

KEY ISSUES:

Any approval shall be contingent upon anyone involved in the sale or serving of alcohol being required to complete the Village of Palatine Liquor Ordinance Compliance Course.

ALTERNATIVES:

1. Approve the request.
2. Recommend different hours.

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- Greek Fest Temp Liquor

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, Commissioner
SECONDER:	Doug Myslinski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, 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 St. Nectarios GreekFest		First time event? ☐ Yes ☒ No	
Exact Address of Event 133 S. Roselle Road, Palatine, IL 60067			
Date(s) of Event June 21, 22 and 23 of 2024		Hours of Event 4pm-11pm/3pm-11pm/12pm-10pm	
Phone number/website for publication 847-358-5170/www.stnectariosgoc.org		Estimated attendance 12,000	Last year's actual attendance 12,000
Describe the events community and/or cultural benefit Sharing Greek food, culture and hospitality with our community.			

CONTACT INFORMATION

Name of Sponsoring Organization St. Nectarios Greek Orthodox Church		Contact person from Sponsoring Organization George Reimnitz	
Sponsoring Organization Address 133 South Roselle Road		City Palatine	Zip 60067
Name of Organizer/Coordinator George Reimnitz		Email office@stnectariosgoc.org	
Organizer/Coordinator Address 133 South Roselle Road		City Palatine	Zip 60067
Phone Number 847-358-5170	Cell Phone Number	Fax Number	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service			
Date	Time from: (am/pm)	Time to: (am/pm)	Type of Alcoholic Beverages
6/21/24	4pm	11pm	☒ Beer
6/22/24	3pm	11pm	☒ Wine
6/23/24	12pm	10pm	☒ Mixed Drinks
			☒ Other Metaxa and Ouzo

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 courses, please contact the Crime Prevention Department at (847)-359-9061.

Signature of Organizer

Date

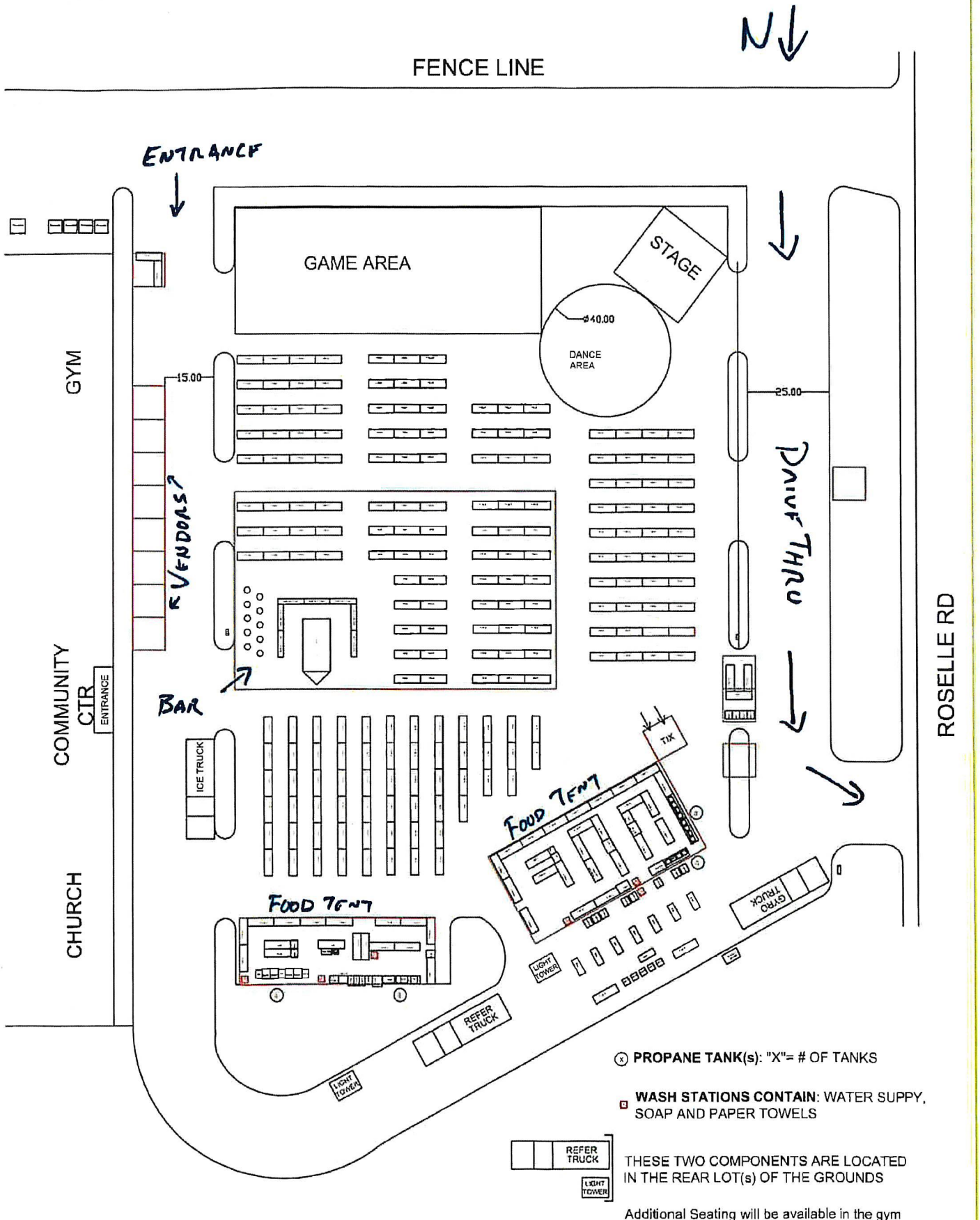
TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Page 1 of 2

Attachment: Greek Fest Temp Liquor (2024 Greek Fest Liquor)

2024

3.1.a



Attachment: Greek Fest Temp Liquor (2024 Greek Fest Liquor)

Consider an Application for a Class E (Temporary) Liquor License for the Village of Palatine's Downtown Palatine Street Fest on August 23 - 25, 2024

BACKGROUND:

The Village of Palatine will hold its 24th annual Downtown Palatine Street Fest on August 23 - 25, 2024. The Fest will once again feature Palatine food establishments to showcase their cuisine for all visitors. Towne Square will become a "Backyard Patio" with a satellite bar where families can visit sponsor booths, play yard games and attend scheduled entertainment.

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 2024:

Friday, August 25:	5 PM - 12 AM
Saturday, August 26:	12 PM - 12 AM
Sunday, August 27:	12 PM - 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 2024 Memo
- Street Fest 2024 Map

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

MEMORANDUM

Date: February 26, 2024

To: Reid Ottesen, Village Manager

From: Hadley Skeffington-Vos, Deputy Village Manager

Re: Street Fest 2024



The following approvals are being sought in connection with the Village's 2024 Downtown Palatine Street Fest:

1. Temporary waiver of the sound amplification ordinance for the live music and performances during the following hours:
 - **Friday, August 23:** 12 PM – 12 AM
 - **Saturday, August 24:** 8 AM – 12 AM
 - **Sunday, August 25:** 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 Bike Race, Pet Parade 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 21:** Construction of tents to begin at 7 AM and continue throughout Friday morning.
 - **Thursday, August 22:** Construction of tents and stage to begin at 6 AM and continue throughout Friday morning.
 - **Sunday, August 25:** Removal of tents and stage between 8 PM to 12 AM.
4. Temporary Closure of On-Street Parking from **Wednesday, August 21** at 5 AM to **Monday, August 26** 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 23** at 5 AM to **Monday, August 26** 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)

6. Temporary Closure of Commuter Parking Lots
- **Parking Lot I:** Friday, August 23 at 5 AM through Monday, August 26 at 12 PM for Village staff staging area.
 - **Parking Lot J:** Friday, August 23 at 5 AM through Monday, August 26 at 12 PM to accommodate garbage dumpsters.
 - **Parking Lot G:** Thursday, August 22 at 5 AM through Monday, August 26 at 12 PM to accommodate the construction of the main stage.
 - **Parking Lots K & L:** Friday, August 23 at 5 AM through Monday, August 26 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 2024 Downtown Palatine Street Fest. In conjunction with the 2024 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 2023 budget.

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

- Tent, table, chair rental (\$41,000)
- Portable Restrooms (\$10,000)
- Fencing (\$8,200)
- Beverages – Beer, Wine, Pop, Water (\$60,000)
- Main Stage Entertainment (Bands, Stage, Lighting) (\$50,000)
- Printed Promotional Materials (\$2,300)
- Backyard Lounge Entertainment, Furniture & Games (\$8,000)
- Generators (\$10,600)
- General Supplies and Miscellaneous Rentals (\$5,000)
- Event Operation, Labor, Support, Security (\$34,500)
- 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 23:** 5 PM – 12 AM
 - **Saturday, August 24:** 12 PM – 12 AM
 - **Sunday, August 25:** 12 PM – 6 PM

