



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

FEBRUARY 12, 2024

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:11 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	Absent	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Mike Kujawa, Police Chief Dave Daigle, Public Works Director Matt Barry and IT Director Larry Schroth

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - November 20, 2023 - **Accepted**

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

III. AGENDA ITEMS

1. Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2024 Hometown Fest - **Approved by Voice Vote**

Village Manager Reid Ottesen added that the hours are consistent with hours in the past.

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

IV. ADJOURNMENT – Time: 7:12 PM

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

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

SUBMITTED BY:

Margaret R. Duer
Village Clerk



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PALATINE LIQUOR COMMISSION

MINUTES

NOVEMBER 20, 2023

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:16 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:

Deputy Village Clerk Doris Sadik, 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, Director of Finance Paul Mehning, and Director of Human Resources Pam Jackson

II. MINUTES APPROVAL

- Palatine Liquor Commission - Regular Meeting - September 11, 2023 - **Accepted**

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

III. AGENDA ITEMS

- Consider an Application for a Class E (Temporary) Liquor License for St. Thomas of Villanova's New Years Party on Sunday, December 31, 2023 at St. Thomas of Villanova Parish, 1201 E. Anderson Drive - **Approved by Voice Vote**

Village Manager Reid Ottesen presented St. Thomas of Villanova's request for a Class E Temporary Liquor License for their New Year's Party on Sunday, December 31st. Ottesen mentioned they provide their own servers and have completed the necessary training. They have held a number of events with no problems.

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

IV. ADJOURNMENT – Time: 7:18 PM

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

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

SUBMITTED BY:

Doris Sadik
Deputy Village Clerk

Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2024 Hometown Fest

BACKGROUND:

The Palatine Jaycees are requesting a temporary liquor license for the sale of beer and wine at their 67th Fourth of July festival to be held from July 3 - July 7, 2024. This annual festival is held at Community Park. The proposed hours are as follows:

- Wednesday, July 3: 5 pm to 12 am (Last call at 11:45 pm)
- Thursday, July 4: Noon to 12 am (Last call at 11:45 pm)
- Friday, July 5: Noon - 12 am (Last call at 11:45 pm)
- Saturday, July 6: Noon - 12 am (Last call at 11:45 pm)
- Sunday, July 7: Noon - 5 pm (Last call at 4:45 pm)

KEY ISSUES:

All servers will be required to comply with the Police Department seminar in regard to identifications. Extensive precautions are planned to prevent problems with underage patrons. A representative from the Jaycees will be available for questions. A diagram of the serving area is attached.

ALTERNATIVES:

1. Approve the request.
2. Refer back to Staff.

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- Hometown Fest Liquor App

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Solberg, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad 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 Palatine Jaycees Hometown Fest 2024		First time event? ☐ Yes ☒ No	
Exact Address of Event Community Park, 262 E Palatine Rd, Palatine IL 60074			
Date(s) of Event 7/3/24-7/7/24		Hours of Event 12pm-2am	
Phone number/website for publication 847-604-0288; www.palatinejaycees.org		Estimated attendance 25000	Last year's actual attendance 25000
Describe the events community and/or cultural benefit Annual 4th of July Celebration with a carnival, food, entertainment, and special events for the Palatine community.			

CONTACT INFORMATION

Name of Sponsoring Organization Palatine Jaycees		Contact person from Sponsoring Organization Jenny Levin, Palatine Jaycee President 2024	
Sponsoring Organization Address PO BOX 1517		City Palatine	Zip 60078
Name of Organizer/Coordinator Sarah McKillop		Email hometownfest@palatinejaycees.org	
Organizer/Coordinator Address 211 E Parallel St		City Palatine	Zip 60067
Phone Number	Cell Phone Number 847-421-8330	Fax Number	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service			
Date	Time from: (am/pm)	Time to: (am/pm)	Type of Alcoholic Beverages
7/3/24	5pm	12am	☒ Beer
7/4/24	12pm	12am	☒ Wine
7/5/24	12pm	12am	☐ Mixed Drinks
7/6/24	12pm	12am	☐ Other
7/7/24	12pm	5pm	

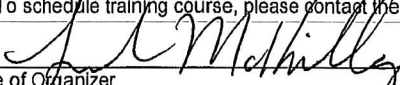
A Copy of the following must be attached to every application:

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

Signature of Organizer 

Date 7/16/24

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

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