



**PARKS AND SPECIAL EVENTS COMMISSION
JULY 17TH 2019 REGULAR MEETING AGENDA**

Meeting Date: July 17^h 2019
Meeting Time: 6:30pm
Meeting Location: Carpentersville Public Works Facility
1075 Tamarac Drive
Carpentersville, IL 60110

1. Call to Order
2. Roll Call: Miller ___ Cwynar___Lussier-Harned ___ Vela___ Morales___ Enriquez___
3. Approval of June 19th Special Event Commission Meeting (attached)
4. Public Comment:
5. Communication:
 - None
6. Presentations:
 - None
7. Budget (see attached)
8. Up-coming events (attached)
 - Fall Fest
 - Civil War Reenactment
 - Holiday Lighting
9. Pending items to Discus
 - Public Opinion Survey, Park Tour,
10. Commission Member Report
11. Staff Liaison Report:
12. Adjournment: Move _____ Second _____

**PARKS AND SPECIAL EVENTS COMMISSION
JUNE 19TH 2019 REGULAR MEETING MINUTES**

Meeting Date: June 19th 2019
Meeting Time: 6:30pm
Meeting Location: Carpentersville Public Works Facility
1075 Tamarac Drive
Carpentersville, IL 60110

1. Call to Order: Chairperson Miller called the meeting to order at 6:35pm.
2. Roll Call: Those in attendance were Miller, Cwynar, Carignan, Lussier-Harned, Vela, Morales and Enriquez
3. Approval of April 10th Special Commission Meeting and April 17th Regular Commission Meeting:
 - Cwynar motioned to accept, Lussier – Harned seconded, All were in favor minutes, motion approved.
4. Public Comment: None
5. Communication:
 - Commission Member Cwynar's e-mail regarding:

The Dundee Lions Club's declining the Commission's request for them to participate in food sales for the 2019 Fall Fest Event. Discussion ensued and included means of assuring participating food vendors that there would not be competition Example; one (1) hot dog vendor, one (1) pizza vendor. The possibility of providing vendor contractors specific to the food type may be considered for future events.

Commission Member Cwynar's email also included comments on the success of the 2019 Easter Egg Hunt and provided numerous suggestions on ways to improve the event.
 - Commission Member Carignan's e-mail regarding:

The 2019 Easter Egg Hunt, Commission Member Carignan email included comments on related to the success of the 2019 Easter Egg Hunt and provided numerous suggestions on ways to improve the event.
6. Presentations: None
7. Budget: 2019 expenditures were reviewed. The Commission requested information regarding expenditures made to the Odd Fellows Club as well as Dundee Township Park District. Staff Liaison Cole will provide specific details at the July 17th meeting.
8. Easter Egg Hunt: Items discussed were as follows:
 - One start time
 - Participants will collect empty eggs and redeem for goody bag.
 - Provide & provide smaller collection bags.

- Allow participants to use their own baskets / bags
- Provide a tent for Easter Bunny
- Provide multiple entrances to hunt area
- Provide one exit
- Identify volunteer's with colored t-shirts
- Develop a line waiting system. (if multiple starts are used)
- Develop volunteer rules and responsibilities
- Provide food vendors
- Provide more signage
- Provide two large hunt areas. Big kids..... little kids

9. Arbor Day (discussion)

- Limited discussion as the commission foresees no changes to this event.

10. Up-coming events, Fall Fest Event was discussed items of discussion were as follows:

- Entertainment
 - Disney Characters
 - Face Painting
 - Balloon Sculpture
 - Craft Show
 - Band
 - Lumber Jack Show
 - Beer / wine tent.....???
- Food Vendors
 - La Illusion
 - D.W. Barbecue
 - Funnel Cake
 - Ruthann Cajun Cooking
 - Meat & Potatoes
- Other Items Discussed
 - Fall Fest flyers
 - Set up Village owned tent
 - Kiosk in Park advertising upcoming events
 - Advertising events via water bills
 - Advertise via Dundee Township Park District message boards.

11. Pending items to Discus

- Public Opinion Survey, Park Tour,

12. Commission Member Report:

- Commission Member Cwynar would like to tour all parks.

13. Staff Liaison Report:

- None

14. Adjournment:

- Move to adjourn - Cwynar
- Second - Lussier-Harned

2019 SPARKS BUDGET ACCOUNTING

VENDOR NAME	DESCRIPTION	AMOUNT	REMAINING
			\$ 30,000
PLATT HILL NURSERY INC	EASTER EGG HUNT	\$ 198.75	\$ 29,801.25
MENARDS	5 GAL BUCKETS FOR EASTER EGG HUNT	\$ 23.92	\$ 29,777.33
MENARDS	SNOW FENCE EASTER EGG HUNT	\$ 239.76	\$ 29,537.57
TIMBERWORKS LUMBERJACK SHOW	LUMBERJACK SHOW DEPOSIT	\$ 1,000.00	\$ 28,537.57
STEPHANIE LUSSIER-HARNED	REIMBURSEMENT FOR EASTER CANDY	\$ 523.82	\$ 28,013.75
BANK OF AMERICA	EASTER EGGS	\$ 1,725.00	\$ 26,288.75
BANK OF AMERICA	ARBOR DAY TREES (saplings)	\$ 160.00	\$ 26,128.75
WILSON NURSERY	ARBOR DAY TREES	\$ 219.00	\$ 25,909.75
DUNDEE TOWNSHIP PARK DISTRICT	CONCERTS IN THE PARK	\$ 1,800.00	\$ 24,109.75
ODD FELLOWS	ROCK THE FOX	\$ 5,000.00	\$ 19,109.75
ALPHA MEDIA LLC	BURGERFEST 2019 SPONSORSHIP	\$ 4,000.00	\$ 15,109.75
BANK OF AMERICA	ARBOR DAY GIFT CARDS	\$ 40.00	\$ 15,069.75
BANK OF AMERICA	EASTER EGG HUNT SUPPLIES	\$ 103.87	\$ 14,965.88
BANK OF AMERICA	EASTER EGG HUNT SUPPLIES	\$ 129.69	\$ 14,836.19
BANK OF AMERICA	EASTER EVENT SUPPLIES	\$ 143.83	\$ 14,692.36
BANK OF AMERICA	EASTER EVENT - BAGS	\$ 251.45	\$ 14,440.91
BANK OF AMERICA	EASTER EVENT - SUPPLIES	\$ 94.84	\$ 14,346.07
BANK OF AMERICA	EASTER BUNNY COSTUME	\$ 59.00	\$ 14,287.07
BANK OF AMERICA	ARBOR DAY - GIFT CARDS	\$ 100.00	\$ 14,187.07
BANK OF AMERICA	SANTA SUIT	\$ 53.00	\$ 14,134.07
BANK OF AMERICA	CANDY CANES	\$ 42.68	\$ 14,091.39
BANK OF AMERICA	CHRISTMAS TREE LIGHT CONTEST	\$ 150.00	\$ 13,941.39
BANK OF AMERICA	CHRISTMAS TREE LIGHT CONTEST	\$ 50.00	\$ 13,891.39
BANK OF AMERICA	CHRISTMAS TREE LIGHT CONTEST	\$ 300.00	\$ 13,591.39
BANK OF AMERICA	CHRISTMAS TREE LIGHT CONTEST	\$ 100.00	\$ 13,491.39
BANK OF AMERICA	CHRISTMAS TREE LIGHT CONTEST	\$ 450.00	\$ 13,041.39

Event Name	Day(s) of Event	Location	Event Time
Concert in the Park (DTPD)	July 26 th	Carpenter Park	7:00pm to 8:30pm
Rock the Fox	Aug. 1 st Aug. 2 nd Aug. 3 rd Aug. 4 th Aug. 5 th	Carpenter Park	Setup 5:00pm to 11:00pm Noon to 11:00pm Noon to 6:00pm Cleanup
National Night Out	Aug. 6 th	Village Hall	5:00pm to 8:00pm
Movie in the Park (H2O Church)	Aug. 9 th h	Carpenter Park	5:00pm to 10:00pm
Burger Fest	Aug. 16 th Aug. 17 th Aug. 18 th	Carpenter park	Setup 12:00pm to 11:00pm Cleanup
CAMBr Ninja Mountain Bike Event	Aug. 31 st – Sep 1 st	Keith Andres Park	8:30am to 4:30pm
911 Remembrance Day	Sep. 11 th	Fire Station 1	9:00am
El Grito	Sep. 13 th Sep. 14 th Sep. 15 th	Carpenter Park	Setup 10:00am to 10:30pm Cleanup
Fall Fest	Sep. 28 th	Carpenter Park	10:00am to 3:00pm
Civil War Re-enactment ???	Oct. 3 rd Oct. 4 th Oct. 5 th Oct. 6 th	Carpenter Park	Arrival 11:00am to 4:30pm 11:00am to 4:30pm 11:00am to 4:30pm
Veterans Day	Check Village Web Site	Vet. Garden	Check Village Web Site