



**PARKS AND SPECIAL EVENTS COMMISSION  
AUGUST 21<sup>ST</sup> 2019 REGULAR MEETING AGENDA**

Meeting Date: August 21, 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 19<sup>th</sup> 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 19<sup>TH</sup> 2019 REGULAR MEETING MINUTES**

Meeting Date: June 19<sup>th</sup> 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 10<sup>th</sup> Special Commission Meeting and April 17<sup>th</sup> 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 17<sup>th</sup> 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