

## SPECIAL EVENTS AND PARKS COMMISSION SPECIAL MEETING MINUTES

**Meeting Date:** January 19th, 2022  
**Meeting Time:** 6:30pm

**Call to Order:** Chairperson Miller called the meeting to order at 6:37pm.

**Roll Call:** Those in attendance were Commission Members Chairperson Sara Miller, Stephanie Lussier, Jo Maniscalco, Alejandro Sanchez (arrived at 6:45pm) & Brenda Sandoval. Also in attendance, Kevin Gray & Michelle Clifton.

**Approval of Minutes:**

- Approval of December 15th, 2021 Special Events and Parks Commission Special Meeting Minutes. Brenda Sandoval motioned to accept, Stephanie Lussier seconded, all others present were in favor. Motion approved.

**Public Comment:** None

**Communication:** None

**Presentations:** None

**Budget:**

Director Gray stated that we ended 2021 a little over budget at \$56,684.93, but some items purchased will be used in future events. He stated that the budget for 2022, per the Village Manager, would remain at \$50,000.

**Old Business:**

- Holiday Lighting Contest - Chairperson Miller stated that the presentation was held via Zoom on January 18<sup>th</sup>, 2022 and that winners have been picking up their prizes. Chairperson Miller asked if anyone had comments for the 2022 event. Brenda Sandoval mentioned that she would like the sign to be placed perpendicular to the house so it is easier to see while driving. Director Gray stated that Chairperson Miller has updates to make to the sign and that the sign could be printed double-sided and installed perpendicular. He further stated that the year of the event would be eliminated from the new signs so they could be used more than one year. Chairperson Miller suggested renting a small bus for 2022 for judging.

**New Business/Pending items to Discuss:**

- Park Entry Signs – Director Gray shared the drawing of the proposed park entry signs. He asked the Park Commission’s opinion between options B & C on the drawing. Jo Maniscalco stated she liked C. Director Gray stated that once approved there would be 7-8 signs and the plan would be to budget money in the operating budget to install 1-2 per year. All agreed that they were in favor of option C.  
Chairperson Miller asked for a motion to approve Park Entry Sign Drawing option C. Brenda Sandoval motioned, Jo Maniscalco seconded. All others present were in favor. Motion Approved.
- 2022 Event Schedule Discussion – Chairperson Miller reviewed a list of tentative dates reserved for events. The Commission further discussed addition of a spring/summer event such as a Mother’s Day Event, Kid/Family Event or a Farmer’s Market. Brenda Sandoval suggested a 4<sup>th</sup> of July Parade. Alejandro Sanchez asked if the parade could be in conjunction with the AACA Event held by Humberto Garcia. The Commission concurred that it would be a great idea. Brenda Sandoval stated that she would discuss it with Humberto Garcia and President Skillman. Jo Maniscalco stated she had a contact to reach out to regarding organizing a parade. Director Gray stated that Melissa Hernandez would be a good person to contact regarding parades. Brenda Sandoval stated that she would research and be prepared to discuss this further at the meeting in

February. The Commission stated that they were in favor of a Farmer's Market. Stephanie Lussier stated she would like to incorporate learning into the event and teach such things as gardening, cooking, nutrition, etc. Alejandro Sanchez asked if personnel could handle additional events. Director Gray stated while Public Works would be involved, the event planning would be the responsibility of the Commission. Chairperson Miller asked everyone to bring ideas to the next meeting and tabled the discussion to the meeting in February. The Commission discussed Fall Fest. They assigned Commission members as coordinators to sections as follows:

- Stephanie Lussier – Kids/Entertainment
- Brenda Sandoval – Food and Beverages
- Jo Maniscalco & Alejandro Sanchez – Music, Volunteers & Souvenirs
- Sara Miller – Craft Show
- Logistics – Kevin Gray.

The Commission discussed Fall Fest. They will research within their assigned section and be prepared for discussion at the February meeting.

**Commission Member Report:** None

**Staff Liaison Report:** None

**Adjournment:**

As there was no further business, Chairperson Miller asked for a motion to adjourn the meeting, Stephanie Lussier motioned, seconded by Brenda Sandoval. All concurred. Meeting adjourned at 7:55pm.