

SPECIAL EVENTS AND PARKS COMMISSION SPECIAL MEETING MINUTES

Meeting Date: May 24th, 2023
Meeting Time: 6:00pm

Call to Order: Chairperson Miller called the meeting to order at 6:06 pm.

Roll Call: Those in attendance were Commission Members Chairperson Sara Miller, Stephanie Lussier, Brenda Sandoval, & Alejandro Sanchez. Also, in attendance Director of Public Works and Engineering, Kevn Gray, Trustee Jeff Frost, Business and Community Engagement Coordinator, Greta Salamando, & Public Works Administrative Assistant, Michelle Clifton.

Approval of Minutes:

- Approval of the April 19th, 2023 Special Events and Parks Commission Regular Meeting Minutes. Brenda Sandoval motioned to accept, Alejandro Sanchez seconded, all others present were in favor. Motion approved.

Public Comment: Wayne Bastiaans brought a concern to the Commission's attention regarding handicap access from the west end of the parking lot into the park. Chairperson Miller stated that she would forward his concern to staff. Mr. Bastiaans asked if any events would include a car show. Chairperson Miller stated that the only car show that she is aware of at this time is July 1st, 2023, but it is not hosted by the Village or Commission.

Communication: None

Presentations: None

Budget: None

Old Business:

- **Dogs Days of Summer** – Stephanie Lussier stated that she has received and approved registration applications from shelters and vendors. She is still working on food vendors, gift baskets for prospective adoptive families and an event for the kids to participate in. Brenda Sandoval mentioned that the stage may be required for the K9 graduation and asked for it to be available if needed.
- **Independence Day Parade** – Brenda Sandoval stated that registrations are still being received for the parade. Mr. Bastiaans asked who approves registration and what is allowed to be displayed for the Independence Day Parade. Chairperson Miller stated the flags that will be allowed are the United States of America, State of Illinois, and Village of Carpentersville Flags.
- **C'Ville's Fiestapalooza** – Chairperson Miller and Brenda Sandoval asked for C'Ville's Fiestapalooza event to be added to the Village's website. Alejandro Sanchez and Brenda Sandoval stated they are in the process of acquiring food vendors and bands for the event. The Commission discussed liquor sales and if food vendors would be allowed to sell specialty drinks and what would be required. Greta Salamando stated that staff is working with the Village Attorney and what would be required. The Commission discussed different ways the Village could be compensated for the sale of liquor, e.g., percentage of sale, cost of vendor fee, wristbands.
- **Fall Fest** – Chairperson Miller stated that Student Body would not be available for Fall Fest. The Commission discussed other bands that may be available. Chairperson Miller stated she would look into getting a standard contract drafted by the Attorney that could be used when a band doesn't have one to provide. She further stated that a rider could be attached to outline specific requirements.

New Business/Pending items to Discuss:

- **Library Book Box** – Michelle Clifton stated that Director Kevin Gray received an email request from a resident to install a Library Book Box by Carpenter Park. He wanted to know the Commission response to the request. Chairperson Miller requested a motion that the

Commission was in favor approving a Library Book Box installation at Carpenter Park. Alejandro Sanchez motioned, Stephanie Lussier seconded, all others present were in favor. Motion approved.

Commission Member Report:

Brenda Sandoval asked for "Keep public comment to 5 minutes or less" to be added to the agenda. Alejandro Sanchez mentioned that during the remainder of the public meeting, public that remains present will not be allowed to comment on agenda items.

Staff Liaison Report:

Adjournment:

As there was no further business, Chairperson Miller asked for a motion to adjourn the meeting, Alejandro Sanchez motioned, seconded by Stephanie Lussier. All concurred. Meeting adjourned at 7:40 pm.