

## SPECIAL EVENTS AND PARKS COMMISSION REGULAR MEETING MINUTES

**Meeting Date:** June 21st, 2023  
**Meeting Time:** 6:00pm

**Call to Order:** Chairperson Miller called the meeting to order at 6:12 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, Kevin Gray, Business and Community Engagement Coordinator, Greta Salamando, & Public Works Administrative Assistant, Michelle Clifton.

**Approval of Minutes:**

- Approval of the May 24<sup>th</sup>, 2023 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:**

- Chairperson Miller reviewed the budget and expenses planned to date. She inquired about the income received from the dispensary and video gaming. Director Gray stated that he did not have that information and that she might want to direct that question to the Village Manager. She further asked who pays for the port-a-potties for non-village events. Director Gray stated that he does not handle the contract for refuse, but he believes the port-a-potties are covered under the contract and that he has never received a separate invoice. The Commission further discussed other costs to the Village for the events and questioned if the Village is reimbursed for the expenses. Chairperson Miller and Brenda Sandoval stated that they would set up a meeting with Manager John O'Sullivan and President John Skillman to discuss income and expenses.

**Old Business:**

- **Dogs Days of Summer** – Stephanie Lussier stated that 5 shelters were signed up for the event and discussed event layout. Director Gray reviewed what would be required for the event. He further stated that he would provide 2 canopies per her request for the face painter and Tania Gomez. Brenda Sandoval reviewed a list of promotional items she purchased for Village events. Stephanie asked if she could hold a raffle during the event. Greta Salamando stated that raffles cannot be held without a raffle license and should be requested as part of the Special Events Permit Application. Stephanie Lussier stated that Carpentersville K9 would be sworn in during the event.
- **Independence Day Parade** – Brenda Sandoval stated that they have about 20 floats participating in the event. She asked anyone volunteering to arrive by 9:00am for staging. Director Gray reviewed what would be required for the event. Brenda Sandoval stated that she would like to give the person singing the National Anthem a gift card for participating in the event. The Commission agreed.
- **C'Ville's Fiestapalooza** – Alejandro Sanchez updated the Commission on the contracts and documents received for the event. He further stated that he is working with the bands to get all the required information. Brenda Sandoval reviewed the food vendors applications that have been received. Greta Salamando stated that new procedures have been put in place to allow food vendors to apply for a Special Event Liquor License. Brenda Sandoval and Alejandro Sanchez stated that they would like to limit approving 4 food vendors to sell liquor. The Commission further discussed options that would allow the Village to be compensated for the sale of liquor, such as bracelets, tickets, percentage of sales, etc. The Commission stated that they felt selling bracelets

for \$10 each might be the best option. Greta Salamando stated it would be a good idea to have an ATM at the event. Director Gray stated he would schedule an ATM for the event.

- **Fall Fest** – Chairperson Miller reviewed the registrations for Fall Fest.

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

- **Fall Fest 2024 date & discussion** – Chairperson Miller stated that Fall Fest 2024 would be held on September 20<sup>th</sup> & 21<sup>st</sup>. Chairperson Miller reviewed band options for 2024. Brenda Sandoval recommended two bands for 2024, Sixteen Candles and Boy Band Review. Chairperson Miller asked who would be in favor of Sixteen Candles for 2024. All were in favor, but would require Village Board approval.

**Commission Member Report:**

Chairperson Miller share a new Special Event Form. She stated she would like to use the form moving forward to help with event planning.

**Staff Liaison Report:**

**Adjournment:**

As there was no further business, Chairperson Miller asked for a motion to adjourn the meeting, Brenda Sandoval motioned, seconded by Alejandro Sanchez. All concurred. Meeting adjourned at 8:00 pm.