

SPECIAL EVENTS AND PARKS COMMISSION REGULAR MEETING MINUTES

Meeting Date: July 19th, 2023
Meeting Time: 6:00pm

Call to Order: Chairperson Miller called the meeting to order at 6:15 pm.

Roll Call: Those in attendance were Commission Members Chairperson Sara Miller, Brenda Sandoval, & Alejandro Sanchez. Also, in attendance were Director of Public Works and Engineering, Kevin Gray, & Public Works Administrative Assistant, Michelle Clifton.

Approval of Minutes:

- Approval of the June 21st, 2023 Special Events and Parks Commission Special Meeting Minutes. Brenda Sandoval motioned to accept, Alejandro Sanchez seconded, all others present were in favor. Motion approved.

Public Comment:

- Chairperson Miller mentioned that three prospective Commission members were present at the meeting, Adrian Velez, Manoli Valencia, & Jen Goetz. They each introduced themselves to the Commission.
- Maribel Ortiz & Angelica Mayen from the National Youth Advocate Program introduced their organization to the Commission and expressed interest in finding ways to reach out to the community.

Communication: None

Presentations: None

Budget: None

Old Business:

- **Dog Days of Summer** – Chairperson Miller stated that if the event is held again next year, the Commission will need to review the event layout.
- **Independence Day Parade** – Brenda Sandoval stated that they had approximately 35 registrations. She further stated that although it rained, they still had a successful event. Manoli Valencia asked if there were other ways to notify the community about events for those not on social media. Director Gray stated that signs were posted in the Village. Chairperson Miller reviewed the Village's website and also shared where the event information could be found. Manoli Valencia stated that she signed up for the Village newsletter at a recent event and encouraged the Commission to have the booth at more events. Jen Goetz suggested reaching out to the school district regarding sharing information with students and their families through the school's newsletter and message boards.
- **C'Ville's Fiestapalooza** – Chairperson Miller reviewed Fiestapalooza and updated info in Airtable. Director Gray stated that the contracts were received and forwarded to the Village Manager for review/approval. Adrian Valez asked the Commission if they would be open to having a variety of Latino music. Alejandro Sanchez stated that they try to select a variety of music. Brenda Sandoval stated that this is the first year and that bands have already been selected, but they are open to any suggestions for the future. Brenda Sandoval stated that the event would include a Vintage Fest of approximately 60 vendors as part of the fest, but they would be managed independently. Brenda Sandoval then stated that, to date, Fiestapalooza has two sponsors, State Senator Castro and First National Bank. She further inquired if the funds from sponsors could be used towards kid activities at the event. Director Gray stated that her question should be directed to the Village Manager. Alejandro Sanchez asked if wristbands would be used for the liquor sales. Brenda Sandoval stated that she is still working on it and that she would reach out to Melissa Hernandez. Alejandro Sanchez asked how much they would charge for the wristbands. The Commission

agreed that wristbands would be sold for \$10.00 each. Chairperson Miller stated she is researching having Commission members basset certified.

- **Fall Fest** – Chairperson Miller reviewed the event layout. She discussed the new location for the crafters and asked if an additional temporary ramp could be provided. Next, Brenda Sandoval reviewed the layout of the food vendors. Director Gray stated that food trucks would be located on the west side and food vendors requiring electric & water would be located on the east side.
- **Winterville** – Chairperson Miller expressed desire to have a Santa House for the event. The Commission discussed ideas for getting a donation of a shed and volunteers to build/decorate it. Brenda Sandoval stated that she would reach out to Hampshire High School to inquire if the Santa House could be a senior project. Alejandro Sanchez asked if the Santa House could realistically be accomplished for the current year. Chairperson Miller stated she would like to work on it for this year and if not complete this year, then have it ready for next year. Alejandro Sanchez questioned how it would be moved. Director Gray stated that it would need to be built with a structure that would allow it to be transported on a trailer. Then Chairperson Miller asked if something could be added to the Village tree to enhance the size of it for the Holiday Tree Lighting. Director Gray explained that a new tree was planted in 2022 when the Winterville event was relocated to Triangle Park. Chairperson Miller inquired adding ice sculptures to the event. Brenda Sandoval stated that the budget would not allow for it this year. Director Gray mentioned that the tent location would need to be adjusted due to a monument and flag pole being installed in August 2023.

New Business/Pending items to Discuss:

- **Procedures, Practices & Audit & Finance Presentation** – Chairperson Miller stated that she attended a meeting with other Village Commissions, Village Manager & Village Attorney. She was informed that the Special Events & Parks Commission is known as an advisory committee and that they are not allowed to approve funds to be spent. Contracts and payments must be approved by the Village staff, Village Manger, or Village Board accordingly. She further stated that she would be working on a presentation for the Audit and Finance Department for budgeting of Special Events for 2024. Alejandro Sanchez stated that he felt the budget should include what money is being raised.

Commission Member Report: None

Staff Liaison Report:

Director Gray stated that the Library Book Box that was donated to the Village would be installed at the west side of the parking lot in Carpenter Park.

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 8:15 pm.