

## SPECIAL EVENTS AND PARKS COMMISSION REGULAR MEETING MINUTES

**Meeting Date:** August 16th, 2023  
**Meeting Time:** 6:00pm

- I. **Call to Order:** Chairperson Miller called the meeting to order at 6:02 pm.
- II. **Roll Call:** Those in attendance were Commission Members Chairperson Sara Miller, Stephanie Lussier, Jo Maniscalco (joined at 6:06pm), Alejandro Sanchez, and Brenda Sandoval. Also, in attendance were Director of Public Works and Engineering, Kevin Gray, Public Works Administrative Assistant, Michelle Clifton, Management Analyst, Nikki Ang, and Business and Community Engagement Coordinator, Greta Salamando.
- III. **Approval of Minutes:**  
Approval of the July 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.
- IV. **Public Comment:**  
Myeshia Sanders introduced herself as a licensed ice cream truck driver and having participated in many of the Village's events as a food vendor, she spoke of her interest in partaking in more Village events. Chairperson Miller thanked her for her contributions and replied that although the Fall vendor slots have already been filled, to keep in mind of the upcoming winter event festivity.
- V. **Communication:** None
- VI. **Presentations:** None
- VII. **Budget:**  
Staff provided an overview of the current budget for the special events line item. Chairperson Miller asked to table the budget review to the October meeting after the fall fests have completed.
- VIII. **Old Business:**
  - A. **C'Ville's Fiestapalooza:** The Committee began the discussion on volunteer responsibilities and protocols on the distribution of alcohol at Fiestapalooza. They discussed wristbands, already bought by staff for the event, which would be made available for purchase by legal aged eventgoers intending to consume alcoholic beverages. With several members and volunteers already certified through the BASSET course, the information table would serve as an ideal location to ensure alcohol would not leave the premise. A concern was raised in a scenario where wristband holders would purchase alcoholic beverages for persons without wristbands. Chairperson Miller entrusted the Police Department to provide support when it comes to the sharing of beverages. It was also mentioned that vendors would be reminded to only sell one beverage per wristband holder to reduce the amount of shared beverages.  
  
Next, the Committee mentioned that volunteer slots were still open and needed to be filled. Possible four hour shifts could be created between 12PM to 10PM and volunteers would be tasked to accept payments and handout wristbands. Regarding payments, it was suggested that security boxes be supplied for payment storage. Volunteers assisting with wristband transactions are expected to follow protocol and record the amount of cash in the security box at each closing shift.  
  
To finalize Fiestapalooza's preparation, the Committee inquired on the banners, posters, and yard signs. Director Gray noted their request for signs at the wristband table and asked that design templates for the signage be e-mailed to him.

- B. Fall Fest:** The Committee touched base on the scheduling of the weekend event which starts on September 22<sup>nd</sup> from 6PM to 11PM and concludes on September 23<sup>rd</sup> from 10AM to 5PM. The event will include a variety of live bands, a Kids Zone, and the craft show. Banners and signs were discussed which could be used to better corral attendees at each activity. Staff provided a review of vendors still in need of payment submittal for vendor fees and would communicate on following up with these vendors.
- C. Winterville:** The event at Triangle Park is scheduled to take place on December 2<sup>nd</sup> and adjacent streets will close to replicate a Christkindle market atmosphere. Chairperson Miller gave an overview of needed supplies and inquired on the possibility of featuring a Santa House at this year's event. Home Depot Santa House kits were suggested and Commissioner Sandoval offered to reach out to the high school to see if students would be interested in volunteering their time in building the structure. Director Gray asked that the structure be built in a fashion that could be easily moved to and from the site.

Regarding Santa, the Committee discussed the Santa chair and Commissioner Lussier suggested that Santa be located on the street. It was also recommended to create seating near Santa for families to break while waiting and would also be an ideal spot for photo opportunities. Remaining discussions on Winterville included hot chocolate distribution by Starbucks, the purchase of handwarmers, and Public Works supplying the banners and signs. There was also a mention on the Santa Mailbox, who had previously provided it, and if it would return this season.

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

- A. Holiday Lighting Contest:** Dates for the contest were organized as follows:

**Registration Open Date – November 20<sup>th</sup>**

**Registration Closing Date – December 3<sup>rd</sup>**

**Judging Dates – December 14<sup>th</sup> through December 17<sup>th</sup>**

**Packet Return – December 18<sup>th</sup>**

**Winners Notification Date – December 21<sup>st</sup>**

**Winners Recognition Date – January 16<sup>th</sup> at the Village Board Meeting**

Similar to the previous year, the Committee agreed that giftcards would be provided to all registered participants. They can expect the giftcards to be mailed after December 4<sup>th</sup> when registration closes. Furthermore, documents and judging packets used for the contest will remain the same as last year.

- X. Commission Member Report: None**

- XI. Staff Liaison Report: None**

- XII. Adjournment:**

With no further business, Chairperson Miller asked for a motion to adjourn the meeting, Commissioner Lussier motioned, seconded by Commissioner Maniscalco. All concurred. Meeting adjourned at 7:10PM.

Respectfully submitted,

Nikki Ang  
Management Analyst