



**SPECIAL EVENTS AND PARKS COMMISSION
REGULAR MEETING MINUTES**

Meeting Date: September 20th, 2023
Meeting Time: 6:00pm

I. **Call to Order:** Chairperson Miller called the meeting to order at 6:02 pm.

II. **Roll Call:**

Sara Miller	Chairperson
Stephanie Lussier	Member (Absent)
Jo Maniscalco	Member
Alejandro Sanchez	Member (Absent)
Brenda Sandoval	Member

A quorum was presence.

Recorded as in Attendance:

Village Officials and Staff:

John Skillman	Village President
Kevin Gray	Director of Public Works and Engineering
Michelle Clifton	Public Works Administrative Assistance
Nikki Ang	Public Works Management Analyst
Greta Salamando	Business and Community Engagement Coordinator

Others Signing in:

Manoli Valencia

III. **Approval of Minutes:**

Approval of the August 16th, 2023 Special Events and Parks Commission Regular Meeting Minutes. Jo Maniscalco motioned to accept, Brenda Sandoval seconded, all others present were in favor. Motion approved.

IV. **Public Comment:**

Village President John Skillman extended his gratitude and thanked the Committee and Staff on their work in organizing the Village's first Fiestapalooza. With the number of attendees exceeding the amount expected, he reported that the event was a huge success and received many compliments from the community.

V. **Communication:** None

VI. **Presentations:** None

VII. **Budget:** None

VIII. **Old Business:**

- A. Recap C'Ville's Fiestapalooza:** When asked about feedback from vendors and bands, Commissioner Sandoval stated they were grateful for the hospitality and ease in setting up equipment. She also recalled that much of the food sold out but regardless, attendees stayed until the end of the event. Commissioner Sandoval further mentioned parking issues and also recommended installing a fence towards the back of the food vendor area. There were no reports of incidents other than coolers taken from the event belonging to Public Works.

The Commissioners then discussed the following matters that could improve next year's event:

- Seek additional volunteers for wristband distribution
- Ask non-profit organizations to provide volunteers
- Review parking arrangements and locations
- Reconsider cost per wristband
- Acquire more sponsorships

With the event's overall success, the suggestions discussed would be considered when planning for next year's event and, if necessary, possibly relocating future Fiestapalooza events should next year's attendance exceed expectations.

- B. Fall Fest:** In finalizing the upcoming Fall Fest event, Chairperson Miller named the sponsors and their donating contributions for this year. She mentioned that volunteers were still needed to direct parking at the Cross Container lot and also asked to place barricades and signage at the entrance. With Public Works Staff unavailable and preoccupied with event setup, student volunteers and members of the Odd Fellows Century Lodge were suggested. Jeremy Soderstrom, member of the lodge, stated that members of Odd Fellows would be present and available to provide assistance.

The Commission next confirmed the location of the Bella Cain trailer and sorted out specifics detailed in their agreement. This included parking the trailer in close proximity to the stage along Carpenter Boulevard and providing beverages for the performers and their operations staff. Additionally, parking would be made available for crafters in the morning so that event staff could check them into their assigned locations. Chairperson Miller further mentioned of a hot air balloon potentially making an appearance at the event and would verify the vendor's attendance. Other significant reminders to print food vouchers, pickup sandwiches, purchase beverages, secure remaining supplies, and trash pickup by Groot were mentioned.

Lastly, Chairperson Miller and Director Gray discussed fencing, providing additional tents, and the final arrangement of the crafters. Public Works would also prepare signage for wristbands and drink ticket distributions while transactions for the wristbands and tickets would be handled by Melissa Hernandez, Northern Kane County Chamber of Commerce.

- C. Winterville:** Next, the Commission moved on to the Winterville event and began the discussion with acquiring a vendor that could supply coffee for volunteers. To pilot a new feature, Chairperson Miller said that applications had been given to a select few crafters to see if they'd be interested in participating in the event. If popular, a group of crafters would return at future winter events to create a Winterville Market. Lastly, the Commission confirmed that Santa had been reserved and would further seek options for a Santa chair.

IX. New Business/Pending items to Discuss:

- A. Special Events and Parks Commission – Presentation for Audit & Finance (continue discussion to October meeting)**

For future events, Commissioner Maniscalco added a suggestion for a drone show. This would offer a fireworks effect without the complexity of pyrotechnics.

X. **Commission Member Report:** None

XI. **Staff Liaison Report**

Director Gray noted the Little Free Library post was prone to damages by lawn maintenance equipment. To avoid damage, he suggested creating a paver platform that would confine the library and the adjacent waste container.

To provide convenience for those with disabilities, Chairperson Miller inquired on a handicap stall near the Little Free Library. Director Gray agreed and would make a recommendation to budget for a handicap stall and depressed ramp at the location.

XII. **Adjournment:**

With no further business, Chairperson Miller asked for a motion to adjourn the meeting, Commissioner Sandoval motioned, seconded by Commissioner Maniscalco. All present concurred. Meeting adjourned at 6:58 pm.

Respectfully submitted,

Nikki Ang
Management Analyst