

## SPECIAL EVENTS AND PARKS COMMISSION REGULAR MEETING MINUTES

**Meeting Date:** September 21<sup>st</sup>, 2022  
**Meeting Time:** 6:30pm

**Call to Order:** Chairperson Miller called the meeting to order at 6:35pm.

**Roll Call:** Those in attendance were Commission Members Chairperson Sara Miller, Stephanie Lussier, Jo Maniscalco, Alejandro Sanchez & Brenda Sandoval. Also, in attendance Director Kevin Gray & Michelle Clifton.

**Approval of Minutes:**

- Approval of the August 17<sup>th</sup>, 2022 Special Events and Parks Commission Regular Meeting Minutes & August 31<sup>st</sup>, 2022 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:** None

**Old Business:**

- Fall Fest – Chairperson Miller opened discussion for Fall Fest and thanked everyone for all their hard work. Jo Maniscalco asked if parking passes would be provided to band members. Chairperson Miller stated yes. Chairperson Miller stated that 44 crafters were registered along with 12 community booths. Brenda Sandoval stated that 41 volunteers signed up for the event. The Commission discussed the placement of volunteers and what would be provided to them during the event. Alejandro Sanchez stated that he would oversee parking. Brenda Sandoval stated her son would be available all day to help with parking. Director Gray reviewed the layout of the food vendors. Brenda Sandoval asked if La Illusion could bring a larger tent 20' x 40' that would also be used for Knights of Columbus and Lions Club. Director Gray stated that sites were approximately 10' x 10' each and that he would have to see if layout would allow for a 20' x 40' tent. He further stated that the tent would require a space closer to 20' x 50' due to anchors that would be necessary and that they would not be able to commit to allowing the larger tent until they get onsite and layout the sites. The Commission reviewed Touch-A-Truck, Kid Zone, Bands, and Entertainment.
- Holiday Lighting Contest – Registration November 21<sup>st</sup> – December 4<sup>th</sup>; Judging December 15<sup>th</sup> – 18<sup>th</sup>; Packets turned in by December 19<sup>th</sup>; Winners notified by December 26<sup>th</sup>; Winners will be awarded placement during the Village Board meeting on January 17<sup>th</sup>, 2023.
- Winterville – Chairperson Miller stated that Winterville would be December 3<sup>rd</sup>, 2022. She further stated that she is working on ideas for a Santa House. Brenda Sandoval left the meeting 7:30pm.

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

- 2023 Events – Chairperson Miller reviewed event dates for 2023– Arbor Day – April 28<sup>th</sup>; Dog Days of Summer – June 25<sup>th</sup>; Independence Day Parade – July 1<sup>st</sup>; Fall Fest – September 22<sup>nd</sup> & 23<sup>rd</sup>. Alejandro Sanchez mentioned that he and Brenda Sandoval would like to discuss adding a Mexican Independence Day event in 2023.
- Tree Memorial Program – Director Gray asked if the Commission was in favor of continuing the Tree Memorial Program and if so, he recommended increasing the cost to cover the expenditures

for the tree, stone, stone preparation, plaque & maintenance. The Commission agreed they were in favor of continuing the program with an increased cost from \$600 to \$1500. Chairperson Miller asked for a motion to increase the cost from \$600 to \$1500 for the Tree Memorial Program. Alejandro Sanchez motioned, Stephanie Lussier seconded, all other present were in favor. Motion Approved.

**Commission Member Report:** None

**Staff Liaison Report:** None

**Adjournment:**

As there was no further business, Chairperson Miller asked for a motion to adjourn the meeting, Alejandro Sanchez motioned, seconded by Jo Maniscalco. All concurred. Meeting adjourned at 8:05pm.