

**Village of Downers Grove
Community Events Commission
Committee Room
Downers Grove Village Hall
February 8, 2018**

PRESENT: Mr. Dave Humphreys, Mr. Mike Kubes, Mr. Scott Jacaway, Ms. Andrea Knudsen, Mr. John Aguzino, Ms. Nicole Szydlowski

STAFF: Mr. Mike Baker, Ms. Jenny Rizzo, Mr. Daniel Carlsen

ABSENT: Ms. Susan Carroll, Ms. Linda Kunze

GUESTS: Ms. Barb Taylor - Indian Boundary YMCA, Mr. Ryan Knudsen – Rotary Grove Fest

Mr. Humphreys called the meeting to order at 6:00 p.m. and noted who was in attendance. Ms. Rizzo was introduced as the new staff liaison for the Community Events Commission after assuming her new role as the Village's Emergency Management Coordinator. Mr. Baker will be assisting as an additional staff liaison during this transition.

I. APPROVAL OF NOVEMBER 9 2017, MEETING MINUTES

Mr. Kubes made a motion to approve the minutes. Mr. Aguzino seconded the motion. The minutes were approved unanimously.

II. PUBLIC COMMENT

None.

III. NEW BUSINESS

A. Downtown Downers Grove Market

Ms. Taylor from the Indian Boundary YMCA explained the details for the upcoming annual Downtown Downers Grove Market. The location of the event will still stay at the Downers Grove Main Street Train Station, and the event will be held on Saturdays at 7:00 a.m. – 12:30 p.m. from May 12 – October 20. Mr. Jacaway made a motion to recommend the approval of the application. Ms. Knudsen seconded the motion. The motion was approved unanimously.

B. Rotary Grove Fest

Mr. Knudsen, the President of the Rotary Club, spoke about the upcoming Rotary Grove Fest. Mr. Knudsen stated the event format will largely be the same as last year's Rotary Grove Fest. The event will begin on Thursday, June 21 and end on Sunday, June 24. Mr. Kubes asked for verification if the setup and scope of the Rotary Grove Fest will stay the same. Mr. Knudsen confirmed that the event will be set up on Thursday night and the festivities will be very similar to last year. Mr. Humphreys noted that there will be more music played during the afternoon in comparison to previous years. Mr. Jacaway asked if the rolling road closures were problematic, and if the Village had received any complaints about them. Mr. Baker responded that there has been occasional feedback of residents being negatively impacted. Residents in impacted areas do get notified ahead of time on any potential impacts. Mr. Knudsen stated he did not hear any criticism of the rolling road closure in the debriefing meeting. Mr. Kubes stated that, based on his personal history of working at a nearby business, they have enjoyed the event and it has not impacted them. Mr. Humphreys stated this year's Rotary Grove Fest will have a smaller foot print than previous years. Ms. Szydlowsky also voiced her approval of the event as a resident who used to live near the Rotary Grove Fest location. Mr. Jacaway approved of the community outreach and stated that when planning events like this, attention should be paid to both the event attendees, and the other tax payers in Downers Grove so that both are supported. Mr. Kubes made a motion to recommend the approval of the application, barring any unforeseen changes. Mr. Aguzino seconded the motion. The motion was approved unanimously.

IV. DIRECTOR'S REPORT

A. Fourth of July Parade

Mr. Baker stated that the Fourth of July Parade will still have continued resource commitments, similar to the same amount of resources made available last year. Mr. Humphreys stated that there is a goal to increase participation of local community groups. Mr. Humphreys asked if Mr. Kubes and Mr. Jacaway could form a subcommittee in order to assist village staff with planning the Fourth of July Parade during the transition of Village Staff Liaison. Mr. Jacaway and Mr. Kubes approved of the subcommittee. Mr. Kubes suggested that the commission should look over the older minutes regarding the Fourth of July Parade to see what issues have been identified in the past, to make sure that they are rectified before parade planning commences. Mr. Jacaway asked if the Village was underway soliciting bands for the event, and asked the commission how to best approach recruiting the more coveted, expensive bands around the area. Mr. Baker stated that the Village of Downers Grove is working with the Village of Hinsdale to solicit band members. Ms. Knudsen suggested alternating years for participation of expensive bands in order to keep costs down. Mr. Jacaway discussed the process for determining who participates in the parade event, and what the protocol should be if the participants violate any rules or regulations. Mr. Jacaway suggested that section leaders should try and find a solution with parade participants, and escalate to the Police Department as needed. Mr. Aguzino also suggested to take pictures for proof, and agreed that the Police Department should step in if the situation cannot be resolved by the section leader. Mr. Kubes suggested to review the rules of etiquette that is provided with the parade contract, with the vendors at stages of the planning and operation of the parade. The Fourth of July Parade code should also be reviewed before the next discussion of Fourth of July Parade.

B. Next Meeting and Meeting Time Change

The Community Events Commission discussed the next meeting date and the possibility of changing the official meeting time to 5:30 p.m. instead of 6:00 p.m. The commission unanimously agreed to change the official meeting time to 5:30 p.m., and will still meet the second Tuesday of each month, as necessary. The next meeting is scheduled for Thursday, March 8.

V. OLD BUSINESS

None

VI. ADJOURNMENT

Mr. Aguzino made a motion to adjourn the meeting. Ms. Knudsen seconded the motion. The meeting was adjourned at 6:58 p.m.