

**CITY OF WARRENVILLE  
TOURISM AND ARTS COMMISSION  
REGULAR MEETING**

Thursday, October 17, 2019 at 7:00 p.m.  
In the Gallery Conference Room  
At City Hall, 28W701 Stafford Place, Warrenville

## **MINUTES**

### **A. CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by Commissioner Johnson.

### **B. ROLL CALL**

Present: Chair Monica Johnson, Commissioners Judy Wilkie,  
Linda Osborn, and Julie Shawback

Also Present: Council Liaison Clare Barry and Staff Liaison Cristina White

### **C. APPROVAL OF SEPTEMBER 12, 2019 MINUTES**

A Motion was made by Commissioner Shawback to approve the September 12, 2019 minutes. Motion was seconded by Commissioner Osborn and unanimously approved.

### **D. CITIZEN COMMENTS**

None.

### **E. STAFF REPORT**

Liaison White shared the following highlights from her report:

City Hall Clean-Up Day will be held on Friday, October 25, 2019. City Hall offices will be closed for the biannual records clean-up day and re-open on Monday, October 28 at 8:00 a.m. The Police Department will remain open to the public during normal business hours.

Another public hearing on Recreational Cannabis will be held on October 24, 2019 at the Plan Commission/Zoning Board of Appeals meeting.

### **F. BUSINESS OF THE MEETING**

#### **1. REVIEW AND APPROVAL OF 2020 MEETING SCHEDULE**

Liaison White asked the Commission to review the meeting schedule and advise if any of the dates appear incorrect. After review of the dates Chair Johnson made a motion to accept the 2020 Meeting Calendar as presented. Motion was seconded by Commissioner Osborn and the motion was unanimously approved.

#### **2. REVIEW OF THE FY2021 HOTEL GRANT APPLICATIONS**

The Commission began its review of the FY 2021 Hotel Grant Applications in the order they were presented. There were some questions about individual applications that require follow-up from the applicants. The Commission requested that Liaison White contact the groups discussed to either submit additional information prior to the next meeting or to request that a representative of the group attend the next meeting to provide further clarification.

**3. DISCUSSION OF FY20 AESTHETIC ENHANCEMENT PROGRAM**

Chair Johnson presented the updated design from artist Matthew Placzek for the artwork that will be placed in front of the Police Department. A discussion was held about the cut out of the police hat and other options were searched online to present to Placzek for revision. Chair Johnson will check with the artist about possible installation time before the weather gets bad.

**4. REVIEW OF FINAL REPORTS**

None.

**G. COMMISSIONER COMMENTS/REPORTS**

Commissioner Wilke invited the Commission to a book signing for the new book she and her husband authored at the Historical Society on November 9, 2019 from 1:30-3:30 p.m.

**H. ADJOURN**

A motion was made by Chair Johnson to adjourn the meeting. Seconded by Commissioner Osborne and unanimously approved by a voice vote. The meeting was adjourned at 9:11 p.m.

Respectfully submitted,

Commissioner Julie Shawback

**CITY OF WARRENVILLE  
TOURISM AND ARTS COMMISSION  
REGULAR MEETING**

Thursday, November 14, 2019 at 7:00 p.m.  
In the Gallery Conference Room  
At City Hall, 28W701 Stafford Place, Warrenville

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Chair Monica Johnson

**B. ROLL CALL**

Present: Chair Monica Johnson, Commissioners Linda Osborn, Julie Shawback, Judy Wilkie, and Sue Piscoran

Also Present: Staff Liaison Cristina White

Absent: Council Liaison Clare Barry

**C. APPROVAL OF THE OCTOBER 17, 2019 MINUTES**

A motion to accept the Minutes of the October 17, 2019 was made by Commissioner Wilkie, seconded by Chair Johnson and unanimously approved.

**D. CITIZEN COMMENTS**

No citizens were attending.

**E. STAFF REPORT**

Liaison White reminded the Commissioners that City Hall would be closed on Thanksgiving Day and the day following. She also reported that the new City website would be up on December 5<sup>th</sup> and that Holly Days would be held on December 7<sup>th</sup>.

**F. BUSINESS OF MEETING**

**1. DISCUSSION OF AESTHETIC ENHANCEMENT PROGRAM**

**Commissioner Wilkie made a motion to change the order of the agenda items as follows: 1) Discussion of Aesthetic Enhancement Program, 2) Review of Final Reports, and 3) Discussion of FY21 Hotel Grant Applications. The motion was seconded by Commissioner Shawback and unanimously approved.**

Chair Johnson shared details of her most recent conversation with artist Matthew Placzek. The laser company was having some difficulty with the design due to the number of words involved but were sure they would be able to resolve this issues to complete the project. The artist was concerned about the timeline as he was under the impression that the artwork had to be installed by the first of the year. Chair Johnson assured him that was not the case.

Chair Johnson also stated that she had submitted the revised hat drawing to the City Administrator and to Chief Turano and advised the artist that the hat design was acceptable as revised. She asked if any of the Commissioners could meet with Public Works staff on Saturday morning when they would be leveling the area for the art installation and placing the concrete piers to confirm placement. Commissioners Osborn and Shawback stated that they would be at the location.

2. **Review of Final Reports – Art on the Prairie and Summer Tea**

The Commissioners reviewed the Art on the Prairie report noting that the event had to have its second day cancelled. Actual amounts spent were compared to the requested amounts but due to cancellation the comparisons were not considered relevant.

The Summer Tea report was reviewed. It was noted that the charge for the VFW was again less than requested. This has been the same for the last few years.

3. **Discussion of FY21 Grant Applications**

Summer Tea: Updated contracts are needed for the presenters for both Summer Tea events. Liaison White will contact the Historical Society again and request the contracts.

Art on the Prairie: There was no permit application attached for the beer/wine tent. Liaison White will contact them to request information for the permit.

Fall Fest: Commissioner Osborn voiced her concern about the funding of promotional items for the Fall Fest. This being a local event that seems to be growing every year, it does not seem necessary to spend funds on promotional material. It was already noted that signs for the Park District windows have been requested and seem like a good idea for reminding the community about Fall Fest. These promotional items do not seem to be necessary to the event actually being held.

Lunch Time Live: A similar comment was made regarding the promotional items requested for this event.

Movies in the Park: A similar comment regarding promotional items was made.

Warren Tavern: The application generated a very lengthy discussion among the Commissioners. Some of the questions explored were: does this qualify in any way as an event application; are any events held at the Tavern that the community as a whole is involved in; the building is privately owned and how does that affect funding from the grant. These questions were discussed at length. Although TAC previously provided funding for the Tavern's capital requests, it was done because the building is important to Warrenville's history and it needed maintenance. The requests submitted for FY21 are beyond maintenance and may not fit within the intended parameters of the Hotel Tax Grant program. The commission will consider a recommendation to City Council for funding Tavern improvements outside of the grant program.

Warrenville in Bloom: The Commissioners commented that the watering of containers at the Police Department could be handled by the City landscapers rather than adding to the watering costs of WIB given the location.

WMC: The Commissioners had many questions about the application. Liaison White will contact the group to see if they can provide answers.

**G. COMMISSIONER COMMENTS/REPORTS**

None

**H. ADJOURN**

The meeting adjourned at 8:55 p.m. on a motion made by Commissioner Wilkie, seconded by Commissioner Shawback and unanimously approved.

Respectfully submitted,

Commissioner Linda Osborn