

**CITY OF WARRENVILLE
TOURISM AND ARTS COMMISSION
REGULAR MEETING
Thursday, May 14, 2020 at 7:00 p.m.
Via Electronic Means**

MINUTES

A. CALL TO ORDER

The meeting was called to order at 7:03 p.m. by Commissioner Johnson.

B. ROLL CALL

PRESENT: Chair Monica Johnson, Commissioners Linda Osborn, Judy Wilkie, Julie Shawback, and Sue Piscoran (arrived at 7:15 p.m.)

ALSO PRESENT: Staff Liaison Cristina White and City Council Liaison Clare Barry

C. APPROVAL OF FEBRUARY 13, 2020 MINUTES

A Motion was made by Commissioner Shawback to approve the February 13, 2020 minutes. Motion was seconded by Commissioner Wilkie and was unanimously approved.

D. CITIZEN COMMENTS

Sandy Whitmer of the Warrenville Library District had questions about rescheduling June's outdoor Summer Concert series to later in the season and whether the Commission would allow that change under the grant program. Staff Liaison White responded that there would be more discussion on this issue with the items listed under the business of the meeting. The commissioners will be discussing a temporary policy regarding upcoming events due to COVID-19.

E. STAFF REPORT

Staff Liaison White shared the following report:

Due to COVID-19, many City events through July have been canceled, including the 4th of July festivities and Memorial Day events. The Friends of the Fourth have announced a decorating contest as a way to have some community fun while maintaining social distancing. Details are available on the Friends of the Fourth Facebook page.

City buildings have been closed since mid-March for the safety of staff and the public. Services and operations continue, with some staff on-site and others working remotely. Residents and those wishing to do business with the City can do some by phone, email or online.

F. BUSINESS OF THE MEETING

1. CONSIDERATION OF WIB REQUEST TO TRANSFER FUNDS

Warrenville in Bloom submitted a request to transfer \$193.83 from the Events category to cover the reimbursement of hanging basket chains for the flower baskets, hung in May 2019. A motion was made by Commissioner Osborn to transfer these funds to provide

reimbursement to WIB and seconded by Commissioner Wilkie. Vote was taken via roll call, and the motion passed unanimously.

2. **CONSIDERATION OF A TEMPORARY COVID-19 POLICY REGARDING EVENTS**
Staff Liaison White asked the Commission whether a temporary COVID-19 policy should be drafted to allow grant recipients to reschedule events on their own without TAC advance approval. Event planners may need to move quickly to reschedule events or make decisions related to changing events, and the Commission's monthly meetings may not accommodate those needs. Commissioner Piscoran voiced concern that without advanced approval by TAC, the organizations may unknowingly choose the same date for events. Representatives of the Park District and Library were present and assured the commission they could work with all the other grant recipients to make sure they did not schedule overlapping events. Additionally, any event occurring on City property would require a reservation, which would further reduce the likelihood of overlapping dates. The Commissioners requested the policy include requirements for the groups to notify Liaison White, so that she may monitor changes between TAC meetings, as well. The Commission directed Staff Liaison White to draft a policy for consideration at an upcoming meeting.
3. **DISCUSSION OF A TEMPORARY HOTEL GRANT POLICY AMENDMENT**
A draft policy was discussed that would provide guidance to hotel tax grant recipients regarding the reimbursement of expenses related to qualifying events that had to be canceled or modified due to COVID-19. The temporary amendments would allow grant recipients to be reimbursed for approved expenses incurred or committed to for a qualifying FY 2020 (May 1, 2019 – April 30, 2020) or FY 2021 (May 1, 2020 – April 30, 2021) event that had to be canceled or modified, providing the event was scheduled between March 15 and July 31, 2020. Further provisions for reimbursement state that the event must be canceled or modified due to COVID-19, and that the expense was incurred or committed to prior to April 30, 2020. Specific procedures for requesting reimbursement would be required and are explained in the policy. City Council will be voting on the policy on Monday evening at the next meeting. Commissioners indicated agreement with the policy to help the grant recipients during these unprecedented times.
4. **REVIEW OF FINAL REPORTS – SUNDAY MATINEES AND WMC PRODUCTIONS**
The Commissioners did not have any questions or comments on either report.

G. COMMISSIONER COMMENTS/REPORTS

Chair Johnson shared that she had spoken to sculptor, Matthew Placzek, asking him what his suggestions might be for lighting the newly installed sculpture on the grounds of the Police Station. He had suggested an Erco Gecko Projector, and Chair Johnson will follow-up on pricing. Chair Johnson also asked whether Commissioner Osborn had sent a PowerPoint presentation to Staff Liaison White, who will forward the information to the Commissioners in the coming week, so appropriate plants can be discussed at a future meeting.

Chair Johnson asked for an update on the FY 2021 brochure. Staff Liaison White reported that with events being canceled, rescheduled, and the general uncertainty due to COVID-19, the brochure is on hold and would likely not be printed this year.

Commissioner Piscoran commented that with the lack of travel, hotel stays have been low since mid-March, therefore the hotel taxes that fund the grant program may not be adequate to fully fund the grant program in FY 2022. The Commission may have to consider changes to the coming grant cycle. Staff Liaison White commented that the City is anticipating losses in revenue due to COVID-19, however, the City Council has not had any discussion about the grant program funding for FY 2022.

After brief discussion, the Commission intends to continue electronic meetings at its regular schedule, as there are items that need review and decision, until it is safe to meet again in person.

H. ADJOURN

A motion was made by Commissioner Wilkie to adjourn the meeting at 7:54 p.m. Seconded by Commissioner Shawback and passed unanimously.

Respectfully submitted,
Chair Monica Johnson