

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

Thursday August 13, 2020 at 7:00 pm  
Via Electronic Means

**MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 7:01 p.m. by Chair Johnson. Chair Johnson proceeded to read a statement regarding state law and the Open Meetings Act and the mandates that would be followed for this electronic meeting.

**B. ROLL CALL**

PRESENT: Chair Monica Johnson; Commissioners Julie Shawback, Judy Wilkie, and Linda Osborn.

NOTE: Commissioner Piscoran joined the meeting at 7:03 p.m.

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

**C. APPROVAL OF THE JULY 16, 2020 MINUTES**

A motion was made by Commissioner Wilkie to approve the July 16, 2020 minutes. Motion was seconded by Commissioner Shawback and was unanimously approved by roll call vote.

**D. CITIZENS' COMMENTS**

None.

**E. STAFF REPORT**

None.

**F. BUSINESS OF MEETING**

**1. HOTEL GRANT WORKSHOP**

The Hotel Grant Workshop presentation was given by Chair Johnson. Applicants were advised that the total grant money available will be \$50,000 less than FY2021, for a total of \$100,000 available to be distributed. It was suggested that all groups look at alternate funding for their events and to “think outside the box” for new or revised ways of planning the events due to possible COVID-19 restrictions. Applicants were advised of changes to the application to address COVID-19 plans.

Applicants attending virtually asked questions about the process and the deadlines, as well as how best to address COVID-19 restrictions within the application.

Council Liaison Barry advised the applicants to address COVID-19 safety measures, including social distancing, hand washing, and mask guidelines within the grant applications.

2. CONSIDERATION OF REQUEST FROM WARRENVILLE LIBRARY TO REIMBURSE FOR FY 2021 CONCERT SERIES EXPENSES

A reimbursement request was received by Sandy Whitmer, Director of the Warrenville Library for the FY 2021 Concerts on the Commons, which were cancelled due to COVID-19. The expenses were approved in the original application for performers. The Library is willing to pay 25% of the contracted costs from their operating funds and asking for reimbursement of 75% of the contracted cost for each concert. The Commissioners had a short discussion regarding this request.

A motion was made by Chair Johnson to approve reimbursement in the amount of \$9,037.50 to the Warrenville Library for June and July Concerts in the Park that were cancelled due to COVID-19 under the FY21 Hotel Motel Grant. The City Council previously approved an amendment to the Hotel Tax Grant policy that allows the Commission to approve this request. A short discussion was held about cancellation clauses being added for future contracts. Motion was seconded by Commissioner Wilkie and was unanimously approved by roll call vote.

A motion was made by Commissioner Wilkie to approve the reimbursement of \$3,150 to the Warrenville Library for August Concerts on the Commons that were cancelled due to COVID-19 under their FY21 Hotel Motel Grant, contingent upon the City Council approving an extension of the Hotel Motel Policy Amendment. Motion was seconded by Commissioner Piscoran and was unanimously approved by roll call vote.

A brief discussion was held regarding the proposal to the City Council to approve the extension of the Hotel Motel Policy Amendment. No concerns were noted.

3. CONSIDERATION OF REQUEST TO MODIFY FY 2021 COFFEE-CON EVENT

Patricia Sinnott submitted a request to change the CoffeeCon event to a virtual program due to the current pandemic, which makes it impossible to host a large, in-person event. The event would be condensed from two days to a one day, six to eight hour event on Saturday, October 2020. Pre-recorded messages highlighting Warrenville, such as a message from the mayor and clips of beautiful locations around Warrenville, would be included to encourage tourism. Use of funds would now include professional technical and remote video crews, equipment rentals, etc. The event will be streamed live on YouTube and Facebook, and available on YouTube after the event for people to continue to watch long after the event takes place. The social media platforms would also allow the video to be shared.

A lengthy discussion was held with Kevin & Patricia Sinnott of Sinnott Productions to get a better understanding of this event and how it can benefit the City of Warrenville. Marketing will include Facebook and Instagram and small ad buys on Facebook. It was suggested to include an ad on the City of Warrenville Facebook page. Presentation speakers will also include information for their followers to promote the event. They are hoping to have special coffees available for order in advance for “virtual coffee” presentations. The virtual presentations will be approximately 40 minutes in length and

given by various presenters from around the country who are well known for their coffee expertise. It will be done in a sports program type of format with different information popping into the event. Participants will be able to “ask the experts” live questions in chat boxes. Recording will be done in the Sinnott Production Studio, which is located in the Sinnott’s home. All technical crews in various locations will be fully vetted by the Sinnotts to be sure the quality will be the best that it can be. The event will be free to all participants. However, if participants want to participate in a virtual coffee tasting as part of the program, they will have to pay in advance for the coffee to be shipped to them.

A motion was made by Commissioner Wilkie to recommend to the City Council that the \$25,000, which was awarded to Coffee-Con under the FY 2021 Hotel Tax Grant program be approved to be held in this alternate format, which had not been a part of the original request. Motion was seconded by Commissioner Shawback and was unanimously approved by roll call vote.

Council Liaison Barry and Staff Liaison White discussed the possibility of getting this item onto the City Council meeting agenda for the following week, due to the short notice for advertising.

#### **G. COMMISSIONER COMMENTS/REPORTS**

Chair Johnson asked about the status of the plants that are on order with Public Works to finish the landscaping of the new sculpture in front of the Warrenville Police Department. Staff Liaison White said she will check with Public Works on the status of this project.

#### **H. ADJOURN**

A motion was made by Chair Johnson to adjourn the meeting. Seconded by Commissioner Wilkie and passed unanimously. The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Commissioner Julie Shawback