

**CITY OF WARRENVILLE
TOURISM AND ARTS COMMISSION
REGULAR MEETING — HOTEL GRANT WORKSHOP**

Thursday, July 15, 2021 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 by Commissioner Osborne at 7:00 p.m.

B. ROLL CALL

PRESENT: Commissioners Linda Osborn, Sue Piscoran and Judy Wilkie.

ALSO PRESENT: Council Liaison Clare Barry and Staff Liaison Leonardo Beltran.

ABSENT: Chair Johnson and Commissioners Julie Shawback

C. APPROVAL OF THE JUNE 17, 2021 MINUTES

Motion by Commissioner Piscoran to approve the June 17, 2021 Minutes; seconded by Commissioner Wilke and unanimously approved by roll call vote.

D. CITIZEN COMMENTS

None.

E. STAFF REPORT

Liaison Beltran stated Movies in the Park are being held on July 15th and July 22nd. National Night Out Against Crime will be held this year on August 3rd. Summer Daze will be held on August 6th and 7th

F. BUSINESS OF THE MEETING

1. Hotel Grant Workshop

Council Liaison Barry presented a workshop reviewing the requirements for the Hotel Grant applications. The total budget from the city for fiscal year 2023 is \$125,000 and the maximum individual grant total is \$35,000. Line item requests on submitted applications will need to be categorized as events, tourism, arts or capital as defined in the presentation. All applications are due by 5 pm on Monday, September 13th.

Workshop participants asked if the commission considered moving to an online applications process; while this was considered in the past, the commission felt it was necessary to continue supplying paper copies. The Commission commented on how important the events and beautification of Warrenville benefited the community, especially through the pandemic, and was appreciated by all.

G. COMMISSIONER COMMENTS/REPORTS

None.

H. ADJOURN

A motion was made by Commissioner Wilkie, seconded by Commissioner Piscoran to adjourn the meeting at 7:43 p.m. Motion unanimously approved by roll call vote.

Respectfully Submitted,
Linda Osborn, Commissioner
Tourism & Arts Commission

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

Thursday, September 16, 2021 at 7:00 p.m.
In the Council Chambers
at City Hall, 28W701 Stafford Place, Warrenville

MINUTES

A. CALL TO ORDER

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

B. ROLL CALL

PRESENT: Chair Monica Johnson, Commissioners Linda Osborn, Brian Owens, Sue Piscoran, and Judy Wilkie.

ALSO PRESENT: Council Liaison Clare Barry and Staff Liaison Leonardo Beltran.

ABSENT: None.

C. APPROVAL OF THE JULY 15, 2021 MINUTES

Motion by Commissioner Piscoran to approve the July 15, 2021 Minutes; seconded by Commissioner Wilke and unanimously approved by roll call vote.

D. CITIZEN COMMENTS

None.

E. STAFF REPORT

Staff Liaison Beltran reported that the Art on the Prairie/Musical Festival will be held September 18th and 19th. The Police Department will host a document shredding and electronic recycling event September 18th at Bower School. A list of upcoming meetings and important dates were noted at the end of the staff report.

F. BUSINESS OF THE MEETING

1. Distribution and Discussion of FY 2023 Hotel Tax Grant Applications

Liaison Beltran walked the Commissioners through the new binders. Sixteen applications were received with requests for funds totaling \$131,900. This is up from the 11 applications received last year and is slightly over the \$125,000 budget. Five new events including a Multicultural Fest event from the Park District were submitted. The requested funding for Warrenville in Bloom was significantly decreased from previous years. Paint the Ville and the Artist in Residency program did not apply for grant consideration this fiscal year.

Commissioners are tasked with reviewing the applications prior to the October meeting. It is important that a quorum is present at the October 14th, November 11th, and December

16th meetings. Any conflicts preventing attendance should be communicated to Liaison Beltran as soon they are known. In the event a Commissioner is unable to attend a meeting, questions and concerns about the applications should be forwarded to Liaison Beltran to be presented in the Commissioner's absence.

In regard to repeat programs, Chair Johnson reminded everyone to look for increased expenses to help identify areas where funding may be reduced due to the perceived need and scope of the request.

2. Discussion of Aesthetic Enhancement Program

Chair Johnson reminded everyone that the purchase of artwork is not included in this year's budget; however, we should think about future opportunities. The designer of the Trail Head, Tim Hancock, has been asked to suggest where art might be incorporated to best enhance the areas appearance.

Commissioner Osborn explained that the drought has adversely affected the viability of the landscaping around the Policeman sculpture. There may be a need to replant next year. She suggested the area be edged and that rubber mulch be purchased to enhance the foreground next spring.

Secondly, Commissioner Osborn mentioned that bird droppings were a continued source of concern and suggested we purchase of a "barbed" deterrent to place along the top of the sculpture. Liaison Barry asked Liaison Beltran to follow up with Public Works. Commissioner Osborn indicated she would look for this product on Amazon.

It was suggested that the goal should be to thoroughly clean the statue once yearly.

3. Discussion of Annual Brochure – Update

Liaison Beltran reported that he is in the process of getting the map updated along with new photos and an updated design for the brochure that will be accessed via a QR code. Liaison Berry suggested that Liaison Beltran coordinate with the Bicyclist and Pedestrian Advisory Commission for efficiencies and increased benefits. Chair Johnson indicated that this has been done in past years.

4. Discussion of Warren Tavern Grant Program Policy and Application

The Commission reviewed Liaison Beltran's draft revision of the Warren Tavern Funding Procedure. The Commission suggested that in paragraph two, the word "however," be included so that the revised second sentence will read "The Hotel Tax Grant is intended for events and programs that encourage tourism and arts in Warrenville, however, the Tavern's funding requests are for capital maintenance and replacement costs for the Tavern building." An additional revision, in section number 2, is to change the first sentence to read "It is also the expressed intent of the City Council that a total up to \$10,000 will be budgeted for in the Hotel Tax Fund, which will be used for funding assistance requests in those years when the tax collections are sufficient to consider such requests."

Liaison Beltran will submit a copy with these changes to review by the city attorney and then by the Commission. If approved by City Council, changes to this process will take effect in FY2024.

5. Discussion of Amending Hotel Tax Grant Policy

On July 19, 2021 CoffeeCon Representatives contacted Chair Johnson on the possibility of holding their event at St James Farm, a property located outside of the City of Warrentville Corporate Limits. Section D4, of The Hotel/Motel Tax Grant Policy states that all events must take place within the City of Warrentville Corporate Limits. Liaison Beltran explained that if the policy was revised to allow the event to take place outside of the Corporate Limits, the City of Warrentville would lose taxation revenues and that City Services would not be available. Concerns about liability were also raised. After a lengthy discussion, it was decided to suggest amending the policy to read that “Events must take place within the City of Warrentville corporate limits or in postal code 60555 ...”

Liaison Beltran will follow up with the city attorney to see if there are any liabilities or negative consequences if the policy is changed as noted above.

6. Review of Final Reports

Final reports from Lunchtime Live and Summer Movies in the Park were submitted as informational. The Commission appreciated the degree of detail in both reports.

G. COMMISSIONER COMMENTS/REPORTS

Commissioner Wilke mentions she will have a booth at Art on the Prairie.

H. ADJOURN

A motion was made by Commissioner Wilkie, seconded by Chair Johnson to adjourn the meeting at 8:17 p.m. Motion unanimously approved by roll call vote.

Respectfully Submitted,
Susan Piscoran, Commissioner
Tourism & Arts Commission

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

Thursday, October 14, 2021 at 7:00 p.m.
In the Council Chambers
at City Hall, 28W701 Stafford Place, Warrenville

MINUTES

A. CALL TO ORDER

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

B. ROLL CALL

PRESENT: Chair Monica Johnson, Commissioners Linda Osborn, Brian Owens, Sue Piscoran, and Judy Wilkie.

ALSO PRESENT: Council Liaison Clare Barry and Staff Liaison Leonardo Beltran.

ABSENT: None.

C. APPROVAL OF THE SEPTEMBER 16, 2021 MINUTES

Motion by Commissioner Osborn to approve the September 16, 2021 Minutes; seconded by Commissioner Piscoran and unanimously approved by roll call vote.

D. CITIZEN COMMENTS

None.

E. STAFF REPORT

Staff Liaison Beltran reported that the Fall Fest will be held on October 29th. City Treat or Treat Hours will be from 3 PM to 7PM on October 31st. A list of upcoming meetings and important dates were noted at the end of the staff report.

F. BUSINESS OF THE MEETING

1. Review and Approval of Calendar Year 2022 TAC Meeting Schedule

Commissioner Piscoran moved we accept the calendar meeting dates. Commissioner Osborn seconded the motion. Motion passed unanimously by roll call vote.

2. Discussion of Aesthetic Enhancement Program

Commissioner Osborn gave a short report on what she found out about bird deterrent products that could be attached to the police sculpture. She said that the products she discovered would have to be permanently attached to the statue, which the commissioners did not want to do. However, Commissioner Osborn has plans to go to Farm and Fleet to see what they have available. Commissioner Johnson was asked to contact the artist to see

if he had any ideas. Commissioner Piscoran suggested getting an Owl figurine that attaches to a tree to possibly deter birds.

3. Discussion of Annual Brochure – Update

City liaison Beltran talked to a couple of other city departments about the information they would want to be included in the brochure. The brochure is still on track to be a PDF file online and then have postcards printed with a QR code to distribute to hotels and other businesses. Businesses have been updated. Leo will be working with Minute Man to get a cost set for revisions made.

4. Discussion of Warren Tavern Grant Program Policy and Application

Staff Liaison Beltran reviewed the changes the commission wanted from the last meeting. The City Finance Director reviewed the changes to make sure procedures fell within the city's requirements, and they do. After some discussion, no additional changes were requested. The commission will vote to recommend at the November meeting.

5. Discussion of Amending Hotel Tax Grant Policy

Liaison Beltran followed up with the city attorney to see if there are any liabilities or negative consequences based on the changes made at the meeting and the attorney found the changes acceptable. Therefore, commissioners will vote to recommend at the next meeting.

6. Discussion of FY 2023 Work Plan

Liaison Beltran presented an updated FY TAC work plan for review. The city is requesting a work plan from each city commission. Chair Johnson reminded Leo that signage still needed to be purchased and placed at the Seed Sower and acorn sculpture along with the statue outside the police station. Some options were suggested, and Leo will research.

7. Discussion of Fiscal Year 2023 Hotel Tax Grant Applications

Before discussion on individual applications began, Liaison Beltran showed us a spreadsheet and reminded the group about the percentages stated in the program guidelines. As we went along, Chair Johnson and Liaison Beltran also checked the placement of items into categories for each application the group discussed. The group discussed twelve applications. Listed below are questions, concerns, or cutting suggestions that were shared during the discussion. Note that not all applications had problems and that the numbers listed below are numbers assigned to the applications in the binder distributed to the commissioners.

- i. **CoffeeCon:** We need to go back to them for a more itemized listing of costs from WAZPRO for the \$22,510.00 requested. Group will then need to continue a discussion of this application.
- ii. **Annual Tea:** Questions about mileage not being on the speaker contract and the rental cost of the VFW. Discussion occurred that \$50,00 could be cut from the speaker cost requested and that \$175.00 would cover the rental expense.

- iii. **Warrenville in Bloom:** Long discussion took place on what categories costs could and should be placed in. After discussion, Leo moved some of the expenses on the spreadsheet to give the group a better understanding of totals.
- iv. **Cemetery Walk:** The request for a musician could be denied since it only enhances the event, but the walk could still take place without it.
- v. **Warrenville Inspired 2.0:** Leo stated that the intern cost would not qualify. Group asked Leo to highlight the stipend on the spreadsheet. Once through all the applications, the group could come back to this and possibly cut out some of the cost for chairs and not approve the entire cost if cuts need to be made.
- vi. **Artist Talk and Workshop:** Need an explanation of stipends and line item details of how amounts were calculated.
- vii. **Boy Scout Nova Badge Program:** Need documentation for presenter Dale Simpson beside his resume.
- viii. **Celebration banners:** Lots of questions on this one. Where precisely will the banners be placed? Are the banners two-sided? Why using the company out of Burr Ridge and not a Warrenville Company? Could some banners be cut out? Leo will ask Sara to attend the November meeting so we can get questions answered.
- ix. **Warrenville Walking Tour:** No questions
- x. **Concerts on the Commons:** Why change in the day? Ask if Sandy can get a quote from a Warrenville vendor for the banners and bookmarks. If cuts need to be made, we could cut out some dates.
- xi. **Sunday Movie Matinees:** Ask for a Warrenville vendor quote. As a cut we may need to shorten the season.
- xii. **Fall Fest:** Cut mum plants, the event could go on without them. Do we need boosting on Facebook for this event? Check candy cost more closely; the numbers don't seem to add up.

8. Review of Final Reports

None.

G. COMMISSIONER COMMENTS/REPORTS

Commissioner Wilke mentions she will have a booth at Art on the Prairie.

H. ADJOURN

A motion was made by Commissioner Piscoran, seconded by Commissioner Osborn to adjourn the meeting at 9:02 p.m. Motion unanimously approved by roll call vote.

Respectfully Submitted,
Judith Wilkie, Commissioner
Tourism & Arts Commission

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

Thursday, November 11, 2021 at 7:00 p.m.
In the Council Chambers
at City Hall, 28W701 Stafford Place, Warrenville

MINUTES

A. CALL TO ORDER

The meeting was called to order by Chair Johnson at 7:01 p.m.

B. ROLL CALL

PRESENT: Chair Monica Johnson, Commissioners Linda Osborn, Brian Owens, Sue Piscoran, and Judy Wilkie.

ALSO PRESENT: Council Liaison Clare Barry and Staff Liaison Leonardo Beltran.

ABSENT: None.

C. APPROVAL OF THE OCTOBER 14, 2021 MINUTES

Chair Johnson and Commissioner Piscoran pointed out changes they felt should be made to the minutes. Commissioner Piscoran pointed out that the statement under Item G. should be removed. Chair Johnson pointed out that votes taken at the October meeting were not roll call votes which require an individual commissioner vote but were unanimous voice votes. Motion by Commissioner Wilkie to approve the October 14, 2021 Minutes as amended; seconded by Commissioner Piscoran and unanimously approved by voice vote.

D. CITIZEN COMMENTS

Chair Johnson acknowledged that the Sinnotts and Sarah Palin were present at the request of the Commissioners to clarify some items in their grant requests.

The Chair then asked if the Commissioners would agree to changing the agenda so the grant request from Art on the Prairie could be reviewed at the same time as the final report. That would reverse items 7. Review of Final Reports- Art on the Prairie and 6. Discussion of FY 2023 Hotel Tax Grant applications on the agenda. After a brief discussion, a motion by Chair Johnson to amend the agenda reversing Items 6 and 7; seconded by Commissioner Osborn and approved by a unanimous voice vote.

E. STAFF REPORT

Liaison Beltran reported that Public Works had begun installing holiday decorations and they should complete in a few weeks.

Toys for Tots are being collected at the Police Department now through December 10th. Details regarding gift and monetary donations can be found at the city website.

Holly Days will be held at the corner of Tracy Place and Warren Avenue on Friday December 3rd from 6:00 P.M. to 8 P.M. Details can be found the Park District website. City offices will be closed Thursday November 25th and 26th for the Thanksgiving holiday.

F. BUSINESS OF THE MEETING

1. Discussion of Aesthetic Enhancement Program

Commissioner Osborn reported that a trip to Farm and Fleet did not find any items that would be useful in keeping birds off the police sculpture. Chair Johnson stated she had not heard from the artist but would try again to contact him.

2. Discussion of Annual Brochure – Update

Staff Liaison Beltran stated that he had not had time to contact Minute Man to discuss work on the brochure. He will have a report at the next meeting.

3. Review and Approve Amended Warren Tavern Grant Program Policy Recommendations

Chair Johnson asked if the Commissioners had any additional changes or comments on the policy recommendations as submitted. There being no further discussion. Motion by Commissioner Piscoran to recommend the amended Warren Tavern Grant Program Policy to the City Council; seconded by Chair Johnson and approved by unanimous voice vote.

4. Review and Approve Amended Hotel Tax Grant Policy Recommendations

There were no changes or comments to the amended policy as presented. Motion by Commissioner Wilkie to recommend the amended Hotel Tax Grant Policy to the City Council; seconded by Commissioner Piscoran and approved by unanimous voice vote.

5. Review and Approve FY 2023 Work Plan

Liaison Beltran explained to the Commission that \$1,500 had been added to the budget for signage at the existing sculptures. Motion by Chair Johnson to approve the FY2023 Work Plan; seconded by Commissioner Owens and approved by unanimous voice vote.

6. Review of Final Reports – Art on the Prairie

The review of the Art on the Prairie final report showed that significantly less grant money was used for the event in 2021.

7. Discussion of Fiscal Year 2023 Hotel Tax Grant Applications

Chair Johnson called on Sarah Palin to provide any additional information to the questions raised by the Commissioners while reviewing the applications. She had responded to e-mail requests and the responses were included in the TAC meeting packet.

- I. Celebration Banners – Sarah explained that company they were using for the banners not only printed the banner but installed.

- II. Alebrije Artist Talk and Workshop – Sarah explained that the artist-Edgar Israel Camargo Reyes would give a talk about *alebrijes* and would also conduct a workshop for a group of approximately thirty people explaining and demonstrating the method of creating an *alebrijes*. The workshop will require an assistant. The Artist will also be creating an *alebrijes* based on the cat in the *The Picture of Dorian Gray* which will become a part of the Historical Society 's permanent display. The stipend requested will cover the talk and the workshop.

- III. Boy Scout Nova Badges – The stipend for Dr. Simpson is for the three days he will be spending providing a lecture, hands on demonstrations and actual field work. Sarah will be working along with him. The program is new to Boy Scouts and covers the material in very in-depth manner. The microscope and projector could not be purchased in Warrenville.

The Commissioners having no further questions, Chair Johnson thanked Sarah for attending the meeting and providing additional information.

Chair Johnson explained that she had been part of a telephone discussion regarding information requested by Commissioners about the CoffeeCon vendor. The vendor was very cooperative and supplied the requested breakdown of costs. The Sinnotts' described the way they were promoting CoffeeCon as a Farm-to-Farm event creating interest in growers coming from other areas. They also stated that St. James Farm was excited about the event. The Chair stated that the Amended Hotel Grant Policy had been recommended by TAC and would be presented to the City Council for its approval. The Chair thanked them for attending the meeting.

The Commissioners then reviewed and discussed the following applications

- Boy Scouts Nova Badge
- Annual Tea
- Cemetery Walk
- Warrenville Inspired
- Walking Tour
- Celebration Banners
- Library Concerts-outdoor
- Library Concerts – indoor
- Art on the Prairie
- Fall Fest
- Lunchtime Live
- Movies in the Park
- Multicultural Event
- Coffee Con

Recommendations were made for items that could be removed from the applications in order to meet the budget of \$125,000.00. without affecting the event. Staff Liaison Beltran will forward spreadsheets showing grant requests and suggested cuts to the applications for

each Commissioner to review. At the December meeting Commissioner suggestions will be reviewed and final determinations will be made.

The January TAC meeting will be the final approval, after which recommendations will be presented to the Public Safety and Finance Committee at the January 24th, 2022 meeting and the City Council at the first meeting in February 2022.

G. COMMISSIONER COMMENTS/REPORTS

None.

H. ADJOURN

A motion was made by Commissioner Wilkie, seconded by Commissioner Owens to adjourn the meeting at 9:30 p.m. Motion unanimously approved by voice vote.

Respectfully Submitted,
Linda Osborn, Commissioner
Tourism & Arts Commission

**CITY OF WARRENVILLE
TOURISM AND ARTS COMMISSION
REGULAR MEETING**
Thursday, December 16, 2021 at 7:00 p.m.
In the Council Chambers
at City Hall, 28W701 Stafford Place, Warrenville

MINUTES

A. CALL TO ORDER

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

B. ROLL CALL

PRESENT: Chair Monica Johnson, Commissioners Linda Osborn, Brian Owens, Sue Piscoran, and Judy Wilkie.

ALSO PRESENT: Council Liaison Clare Barry and Staff Liaison Leonardo Beltran.

ABSENT: None.

C. APPROVAL OF THE NOVEMBER 11, 2021 MINUTES

Commissioner Wilkie mentioned that there was a typo for the spelling of her name under section H of the minutes. Motion by Chair Johnson to approve the November 11, 2021 Minutes as amended; seconded by Commissioner Piscoran and unanimously approved by voice vote.

D. CITIZEN COMMENTS

No citizens present. Chair Johnson and Liaison Beltran stated that no communications were received from citizens.

E. STAFF REPORT

Staff Liaison Beltran provided an update on the Trailhead Project that the city received approval documentation from ComEd and the project will continue moving forward through the bidding process with an anticipated construction of early Fall 2022. Chair Johnson mentioned to consider artwork as a possibility in the trailhead area location.

Staff Liaison Beltran informed the commission of City Hall closure dates due to the holidays.

Staff Liaison Beltran requested a Minuteman Press's quote for 250 4x6 postcards, as well as reviewed the revision process to the existing brochure with Minuteman Press. He also stated the idea of printing 250 brochures as it would be nice to have hard copies to hand out at events. Staff Liaison Beltran currently working getting a quote from Minuteman Press to determine if it is within budget.

Liaison Beltran mentioned that the January 13, 2022 TAC meeting will be held in the Gallery Conference room adjacent to the Council Chambers, due to a overlapping meeting.

F. BUSINESS OF THE MEETING

1. Discussion and Review of Fiscal Year 2023 Hotel Tax Grant Applications

The Commissioners reviewed and discussed the following grant applications:

- i. CoffeeCon
- ii. Annual Tea
- iii. Cemetery Walk
- iv. Warrenville Inspired 2.0
- v. Artist Talk & Workshop
- vi. Boy Scots Nova Badge Program
- vii. Celebration Banners
- viii. Warrenville Walking Tour
- ix. Concerts on the Commons
- x. Sunday Music Matinees
- xi. Art on the Prairie
- xii. Fall Fest
- xiii. Lunchtime Live
- xiv. Movies in the Park
- xv. Multi-Cultural Festival
- xvi. Warrenville In Bloom

2. Review of Final Reports –

- i. Cemetery Walk—168 attendees, 1/3 from out of town. No refreshments this year due to COVID protocols.
- ii. Fall Fest—Estimated 850+ attendees. Out of 309 wristbands sold, 27% were from out of town. Results of guest survey showed inflatables were the favorite part of the event (29%), followed by games (17%).

G. COMMISSIONER COMMENTS/REPORTS

Chair Johnson informed the Commission she will be absent at the next TAC meeting on January 13, 2022 and provided direction that the TAC will need to perform a final review of FY2023 Hotel Tax Fund Grant Recommendations and hold a final vote for recommendation to present to the Public Safety and Finance Committee on January 24, 2022. All Commissioners are encouraged to attend the January 24, 2022 meeting.

H. ADJOURN

A motion was made by Chair Johnson, seconded by Commissioner Wilkie to adjourn the meeting at 8:20 p.m. Motion unanimously approved by voice vote.

Respectfully Submitted,
Brian Owens, Commissioner
Tourism & Arts Commission

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

Thursday, January 13, 2022 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 by Chair Pro-Tem Osborn at 7:05 p.m.

B. ROLL CALL

PRESENT: Commissioners Linda Osborn, Brian Owens, Sue Piscoran, and Judy Wilkie.

ALSO PRESENT: Council Liaison Clare Barry and Staff Liaison Leonardo Beltran.

ABSENT: Chair Monica Johnson.

C. APPROVAL OF THE DECEMBER 16, 2021 MINUTES

Motion by Commissioner Piscoran to approve the December 16, 2021 Minutes as written; seconded by Commissioner Owens and unanimously approved by voice vote.

D. CITIZEN COMMENTS

No citizens present. Liaison Beltran stated that no communications were received from citizens.

E. STAFF REPORT

Staff Liaison Beltran informed the Commission that Public Works is in the process of talking down holiday decorations through the city.

Staff Liaison Beltran noted the change to City Committee and Council meetings for the month of January 2022, that they would continue to be held virtually.

Staff Liaison Beltran stated city offices would close February 21st in observance of President's Day and provided the meeting calendar day for February 2022.

F. BUSINESS OF THE MEETING

1. Review and approve the Fiscal Year 2023 Hotel Tax Grant Recommendations

The grant recommendations for FY 2023 were reviewed. It was suggested that an asterisk with a note at the bottom of the report's spreadsheet be added to canceled events indicating it was because of COVID. This would provide the city council a timeframe for reference.

Motion by Commissioner Wilkie to approve TAC's FY 2023 Hotel Grant recommendations as amended with the noted changes; seconded by Commissioner Piscoran and unanimously approved by roll call vote.

2. Review Annual TAC Report

Motion by Commissioner Piscoran to approve the Annual TAC Report as written; seconded by Commissioner Owens and unanimously approved by roll call vote

3. Review of Final Reports – None.

G. COMMISSIONER COMMENTS/REPORTS

Mayor Brummel dropped in to thank the Committee for their work. He will be attending the February 2022 meeting to officially swear in Commissioner Owens.

Staff Liaison Beltran reported that he received the updated quote from Minute Man for the city brochures/postcards and that the cost would enable us to order more. This item would be on the February 2022 agenda.

City Council Liaison Barry asked the Committee to review the artwork on Bachor.com to see some unique ideas that we could explore for use on the trailhead project under the aesthetics enhancement program, once a budget is established. Several examples of artwork can be found on the website if you look under commission on the right-hand side of the website.

Commissioner Piscoran brought an artist to the attention of the commission that created a Two Brothers poster and beer label. Commissioner Piscoran will provided contact information for the February Meeting.

H. ADJOURN

Motion by Commissioner Piscoran, seconded by Commissioner Owens to adjourn the meeting at 7:45 p.m. Motion unanimously approved by voice vote.

Respectfully Submitted,
Judith Wilkie, Commissioner
Tourism & Arts Commission