

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

Thursday, January 12, 2023 at 7:00 p.m.
In the Gallery Conference Room
At City Hall, 28W701 Stafford Place, Warrenville, Illinois

MINUTES

A. CALL TO ORDER

The meeting was called to order by Commissioner Osborn at 7:01 p.m.

B. ROLL CALL PRESENT

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

ALSO PRESENT: Council Liaison Clare Barry and Staff Liaison Alma Morgan.

ABSENT: Chair Monica Johnson

C. APPROVAL OF THE DECEMBER 15, 2022 MINUTES

Motion by Commissioner Piscoran to approve the December 15, 2022, minutes with one minor grammatical correction; seconded by Commissioner Owens and unanimously approved by voice vote.

D. CITIZEN COMMENTS

None.

E. STAFF REPORT

In addition to reviewing upcoming dates, Liaison Morgan reviewed the report highlighting that Warrenville now has a new restaurant. Sandy Whitmer is retiring from the Warrenville Library after 17 years of service. A reception will be held in her honor on January 18, 2023 at 6:00 p.m. The public is welcome to attend.

The Police Department joined the RING app. Residents are encouraged to join to receive alerts from the Police Department, report concerns, and help improve public safety.

F. BUSINESS OF THE MEETING

1. Review and Approve FY 2023 Art on the Prairie Budget Amendment.

Ruth Brackman requested that the Tourism and Arts Commission move \$973.08 from the events category to the tourism category to cover advertising and light pole faces costs that were higher than the granted amount. It was noted that requested funding for Warrenville Police was significantly more than what was used and that granted funds allocated for Warrenville Public Work assistance were not used.

After much discussion, the Commissioners agreed to approve the request.

A Motion was made by Commissioner Wilkie to approve the FY 2023 Art on the Prairie Budget Amendment request; seconded by Commissioner Owens, and was unanimously approved by voice vote.

2. Review and Approve the FY 2023 Fall Fest Budget Amendment

Liaison Morgan reported that Sheri Potter requested \$90 be reallocated from the events category to the arts category. The petting zoo provider originally quoted could not attend and the replacement vendor required \$735 (approved amount was \$650).

A Motion was made by Commissioner Piscoran moved to approve the FY 2023 Fall Fest Budget Amendment by reallocating \$90 from the events to the art category; seconded by Commissioner Wilke, and unanimously approved by voice vote.

3. Review and File the FY 2023 Fall Fest Final Report

The Commission reviewed the report and had no questions or concerns.

4. Review and Approve the FY 2024 Hotel Tax Grant Recommendations

The Commission took a final look at all funding requests. All requests were satisfactory with one exception. After reviewing funding reimbursements since FY 2019, it was noted that The Art on the Prairie Program has requested more money for City Police and Public Works staffing than has been used. The Commission was concerned about continuing the practice of awarding funds in these areas only to see them not used. Other programs could be unnecessarily denied funding if others request more funds than needed.

Commissioner Piscoran recommended that the FY 2024 funding for Art on the Prairie be changed as follows:

- Public Works staffing be reduced from \$928 (requested) to \$0.00.
- Police Department staffing be reduced from \$1,627 (requested) to \$600.

This change would reduce the award for events from \$5,930 to \$3,975 with the total overall award changing from \$18,544 to \$16,589.

A Motion was made by Commission Piscoran to change the FY 2024 Art on the Prairie Award from \$18,544 to \$16,589 of which Public Works staffing was reduced from \$928 to \$0.00 and Police Department staffing was reduced from \$1,627 to \$600; and approve the FY 2024 Hotel Tax Grant recommendations as amended, seconded by Commissioner Owens.

ROLL CALL VOTE:

AYES: Commissioner Owens, Piscoran, Wilkie, and Osborn.

NAYS: None

MOTION PASSED

5. Review of the FY 2024 Warren Tavern Funding Assistance

For the first time since City Council approved an amendment that the Warren Tavern Funding Assistance be reviewed by the Tourism and Arts Committee, the Commission reviewed the \$9990.80 funding request. According to the funding assistance procedure approved by City Council, insurance cannot be funded through this program. Liaison

Morgan advised that once the Warren Tavern learned that the Commission was not going to approve the funding request for liability insurance, they submitted a separate funding request for landscaping work in an approximate amount of \$3,000, and requested to meet with City Administrator White to discuss the need for funding assistance for the Tavern's liability insurance. Liaison Morgan advised the Commission that the city is responsible for maintaining the landscaping around the Tavern, therefore the request was not presented to TAC. Discussion ensued regarding the Public Works Department responsibilities to maintain landscaping on city-owned property and their ability to make improvements, as needed. Therefore, the request for \$147.92 for Yew shrubs was denied.

A Motion was made by Commissioner Owens to remove the \$147.92 for Yew shrubs and approve the FY 2024 Warren Tavern Funding Assistance Recommendation for \$6,642.88; seconded by Commissioner Wilke.

ROLL CALL VOTE:

AYES: Commissioner Owens, Piscoran, Wilkie, and Osborn.

NAYS: None

MOTION PASSED

6. Discussion of Aesthetic Program

Commissioner Owens had nothing new to report regarding placing Alebrijes Art in the Library. It will be best to pursue this initiative once a new Library Director is in place.

G. COMMISSIONER COMMENTS/REPORTS

Liaison Morgan mentioned that Chair Johnson asked that the Commission look at the Notes and Restriction clauses on the FY 2024 Hotel Grant Application Recommendations for the Arts on the Prairie and Fall Family Fun Fest Programs. There were no concerns.

Liaison Barry mentioned that she found a bird deterrent that might discourage birds from perching on the Police Statue. Commissioner Osborn volunteered to research the product made by Granger.

Liaison Morgan will send updated versions of the FY 2024 Tax Grant and Warren Tavern Grant Recommendations to the Commissioners early the week of January 16th. Each Commissioner should review and email Liaison Morgan with their comments/approval.

H. ADJOURN

A motion was made by Commissioner Piscoran to adjourn the meeting at 8:03 p.m.; seconded by Commissioner Wilke, and unanimously approved by voice vote.

Respectfully submitted,

Susan Piscoran, Commissioner

Tourism & Arts Commission