

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

Wednesday, December 3, 2025, at 7:00 p.m.
in the Finance Department Conference Room
City Hall, 3S258 Manning Ave, Warrenville, Illinois

MINUTES

A. CALL ORDER

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

B. ROLL CALL

Attending: Commissioners Monica Johnson, Jeanne Dina, Linda Osborn, Brian Owens,

Staff Liaison: Anthony Aguilar

Absent: Commissioner Meagan Kleiber, Council Liaison Clare Barry

C. APPROVAL of November 13th, 2025, MINUTES

Chair Johnson stated she had some changes to the Minutes.

In the item Call to Order the meeting was called to order by Chair Johnson and not Commissioner Owens.

Throughout the minutes Commissioner Osborn's name is misspelled and should be corrected.

In the paragraph Discussion of Aesthetic Enhancement Program Chair Johnson clarified that she had spoken to the mural artist but did that all necessary artistic materials had not been ordered and secured. The artists are still finishing plans and will not order materials until the plan is completed.

In the paragraph Reallocation Request, the material can be condensed.

In paragraph Discussion of FY 2026 Hotel Grant Applications the date should be changed to 2027 in the title and in the sentence ". . .submitted for the Fiscal Year 2026 funding cycle."

In the paragraph Warrenville in Bloom (Calendars and Notepads) The Commissioners' names should be removed.

Under that same paragraph under Reduce Funding for Calendars the paragraph should be amended to reflect funding was reduced to \$4,800.

There were no further comments on the Minutes. Commissioner Owens motioned to accept the Minutes as amended. Seconded by Commissioner Osborn. The motion was approved unanimously.

Commissioner Dina made a motion to accept the minutes with the changes discussed. Motion seconded by Chair Johnson. Motion was unanimously approved.

D. CITIZEN COMMENTS

There were no citizens' comments.

E. STAFF REPORT

Staff Liaison Aguilar reported to the Commission that the Assistant City Administrator Morgan held a meeting of all commission liaisons. The meeting discussed goals and expectations. One goal was to have meeting minutes to the liaison within a week of the meeting date. A memo will be coming out that will outline other goals and expectations for volunteers.

F. BUSINESS OF THE MEETING

1. Final Reports

i. Art on the Prairie Final Report (PDF).

Liaison Aguilar did not have any issues with the report. The Commissioners did feel that a recommendation for an estimate of attendees should be added to their grant letter.

2. Discussion of FY 2027 Hotel Tax Grant Applications

Chair Johnson asked Liaison Aguilar if he had any responses to the specific questions the Commissioners had on the grants. He responded that there should not be any concerns.

Depreciation of the canopy requested by the Historical Society. The canopy should just be available for other groups to use if available. There also did not appear to be any date conflicts.

The request by Concert on the Commons to guarantee funding for food trucks was not possible. Funding can only be done for items that are certain. In this case funds that are part of a grant to be used to make up sales for a food truck are not possible.

Chair Johnson then asked if the Commissioners were ready to review the grant applications and solidify the recommendations that will be provided to council on January 19th.

The following grants had items removed from their requests:

Concerts on the Commons: the line item of \$4500.00, for food truck guarantees was removed.

Art on the Prairie: the line item of \$627.00 for an off-duty police officer was removed.

Warrenville in Bloom: the line item of \$540.00 was removed for notepads.

Warrenville in Bloom Calendars: \$4,800.00 was granted as a more appropriate use of funds.

Liaison Aguilar reviewed the spreadsheet outlining the Commission's deliberations on grant awards to date. A total of \$140,951 was requested, with \$134,614 slated for awards. In summary, majority of groups received the amounts they requested, with a few exceptions. After reviewing their notes and discussing further, the group confirmed the amounts agreed upon during the December meeting.

After a final review, Chair Johnson moved to approve the recommended grant awards, as shown in the draft exhibit, for the FY 2027 Hotel Tax Grant Funding totaling \$134,614. Commissioner Owens seconded the motion. Motion was unanimously approved.

G. OLD BUSINESS

Chair Johnson stated she had reached out to the mural artists. They are still experimenting with various materials. They said the planning takes the longest and they should be satisfied with their final plans and ready to work on the actual mural right after the holidays.

At one of the city meetings, it was mentioned that TAC would be part of the City's initiative to review and ensure mural procedures. TAC may be asked to review whether a proposed mural would be following all the city guidelines.

Liaison Aguilar added that at the Liaison Commissions meeting this was the second year in a row that we had been displaced in December and we would like more notice if it happened next year.

H. COMMISSIONER COMMENTS/REPORTS

There were no reports or comments.

I. ADJOURN

Chair Johnson made a motion to adjourn the meeting at 8:09p.m. Commissioner Owens seconded the motion. Motion passed unanimously.

Respectfully submitted.

Commissioner Linda Osborn

Tourism and Arts Commission