



## SPECIAL EVENTS COMMITTEE

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### **SPECIAL EVENTS COMMITTEE MINUTES**

Committee Date: February 8, 2024  
Present: Mayor Pulice, Treasurer Porch, Alderman Messina,  
Alderman Woods  
Absent:  
Also Present: Janelle Silva  
Meeting Convened at: 6:00 p.m.

#### **APPROVAL OF THE MINUTES:**

1. Treasurer Sandra Porch
2. Alderman Messina

#### **DISCUSSION:**

The Committee met to discuss a few topics regarding Prairie Fest including the potential increase in vendor participation. Janelle shared the actual costs for tents, electricity per booth space. This is for Both 10\*10 and 20\*20 tents. And includes the discussion to increase cost for non-food vendors as well.

The actual cost for 10\*10 tents is \$690, we currently charge \$700 and \$750. It's proposed to increase the fees to \$900 and \$950.

The actual cost for 20\*20 tents is \$1265. The current fee is \$1200 and \$1250. Proposed to increase the fee to \$1600 and \$1650.

Nonfood vendors proposed to increase it to \$600.

The discussion included when the last time was, we increased the cost to vendors. It has been over 5 years. The committee also discussed not wanting to increase the cost every year and preferring to increase one time to encompass potential expenses for rental increases.

A motion was made by Alderman Art Woods and seconded by Treasurer Porch to approve the increase to vendor participation at Prairie Fest. Alderman Messina voted No. The motion passed.

Janelle provided two quotes to compare for ice service. This includes bags of ice and the rental of two ice chests. Janelle shared the challenges that were experienced with Home City Ice in the past. And provided a new company to compare the cost (Arctic Glacier). While the references for the new company were very positive, the cost was \$600 more in comparison to Home City. Janelle recommended using the new company to avoid any incidents. The Committee decided that we would give Home City Ice another chance and use a "three strikes and your out" method.



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A motion was made by Mayor Pulice and seconded by the Alderman Art Woods to approve securing a contract with Home City Ice at Prairie Fest. The motion passed.

Janelle provided cost estimates to rent a Bounce House to have present at each Sounds of Summer event. The Committee believed it was too costly. And had concerns about the liability to have one present. It was recommended that Janelle seek legal opinion and to also look into the cost of purchasing a bounce house, rather than renting.

Janelle provided an update to Memorial Day Parade and Ceremony Planning. The Mayor stressed the importance of having enough candy and especially more bullseyes to have throughout the parade. Janelle shared that she would have an extra stash of candy to provide at the reviewing stand.

A motion was made by Mayor Pulice and seconded by Alderman Art Woods to adjourn.

Ayes: Mayor Pulice, Alderman Woods, Alderman Messina, Treasurer Porch.

Nays: None

### **ADJOURNMENT:**

Whereupon Mayor Pulice declared the motion to be carried out and the meeting was adjourned at 7:03 p.m.