



# Village of Brookfield

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VILLAGE OF BROOKFIELD  
BROOKFIELD, ILLINOIS 60513

## BROOKFIELD SPECIAL EVENTS COMMISSION MEETING AGENDA

August 1, 2017  
7:00 P.M.

Edward Barcal Hall  
8820 Brookfield Avenue  
Brookfield, IL 60513

VILLAGE PRESIDENT  
Kit P. Ketchmark

VILLAGE CLERK  
Brigid Weber

BOARD OF TRUSTEES  
Ryan P. Evans  
Michael J. Garvey  
Nicole M. Gilhooley  
David P. LeClere  
Brian S. Oberhauser  
Michelle D. Ryan

VILLAGE MANAGER  
Keith R. Sbiral

MEMBER OF  
Illinois Municipal League  
Proviso Township  
Municipal League  
West Central  
Municipal Conference

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HOME OF THE CHICAGO  
ZOOLOGICAL SOCIETY

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Minutes of March 7, 2017, May 2, 2017, and June 6, 2017
- V. Correspondence
- VI. Discussion Items
- VII. Old Business
  - a. Concerts and movies 2017
  - b. July 4<sup>th</sup> Celebration recap
- VIII. New Business
- IX. Staff Report
- X. Adjournment

Individuals with a disability requiring a reasonable accommodation in order to participate in any meeting should contact the Village of Brookfield at (708) 485-7344 prior to the meeting. Wheelchair access may be gained through the front (South) entrance of the Village Hall.

Special Events Commission  
Meeting Minutes  
March 7, 2017

1) **Call to Order**

Commissioner Schwer called the meeting to order at 7:02 p.m.

2) **Roll Call**

Voting members present:

Commissioner Heller, Commissioner Schwer, Commissioner Mihelic,  
Commissioner Gill, Commissioner Vyskocil, Commissioner Kowalski

Non-Voting members present:

Dave LeClere, Trustee Liaison

In Attendance: Arlene Rovner, Special Events

3) **New Business**

a) **Approval of Minutes**

Commissioner Schwer stated the minutes for September 2016 are almost complete. Commissioner Mihelic made a motion to approve the February 16, 2016 minutes, second by Commissioner Kowalski.

Commissioner Heller: Aye  
Commissioner Mihelic: Aye  
Commissioner Schwer: Aye  
Commissioner Gill: Aye  
Commissioner Vyskocil: Aye  
Commissioner Kowalski: Aye

Commissioner Mihelic made a motion to approve the February 7, 2017 minutes, second by Commissioner Kowalski.

Commissioner Heller: Aye  
Commissioner Mihelic: Aye  
Commissioner Schwer: Aye  
Commissioner Gill: Aye  
Commissioner Vyskocil: Aye  
Commissioner Kowalski: Aye

b) Although not on list of new business Commissioner Schwer stated there was discussion at the last village board meeting regarding the SEC amendment. It will be up for vote at the next village board meeting. The discussion arose to have all commissions with the same policy, whereas the majority of commissioners should be Brookfield residents. Therefore for SEC it would be amended to 6 Brookfield residents, and one position for someone out of town or a business owner.

#### 4) Old Business

##### a) Battle of the Bands

No applications have been received, letters sent to schools and on website. Arlene is contacting Tobias Music and another music store in Downers Grove and will be sending to the Wire in Berwyn, Academy of Rock, and Fitzgeralds. She talked with the Millennials and they will not be participating in the Battle this year but will be one of our paid concert participants. Double Identity are unsure if they will return.

Sponsorship money has been received from: Financial Plans, Brookfield Smiles, Dr. Schaeffer, Hitzmann, Merrick Animal Hospital all in the amount of \$150 and \$50 received from Brix International for a total of \$800. Arlene is also expecting \$150 from the Therapy Place.

No vendors have been secured yet. Application deadline is April 14, sponsorship March 31. Commissioner Schwer said the henna person has concerns with attending because of weather, space, but Arlene will contact her to work out concerns. Commissioner Schwer also asked to contact Joe Rizzo.

Barones is interested in participating again, suggestion for Burger Colony as they have new owner. Commissioner Schwer suggested Salerno's as they have come before the board, however, it was stated to try to work in town first.

##### b) Concerts and Movies

Arlene presented the board with the booked concert list. Discussion arose as to choice of last band. A representative from the Bucks Band was present and stated they could play a variety of music. Other suggestions were Dueling Piano's, a Latin Band, a Who cover band. It was decided the board would think about it and send Arlene a decision by Monday.

Moana was chosen for last movie, August 18 and School of Rock for June 16. Zoo City will provide treats for movies however, concerts Commissioner Schwer will ask Zoo City if they can use his cart for the concert series. If not, Commissioner Heller stated she could obtain one from her place of business if given time and dates. Arlene will contact Martin from Irish Times regarding food for the Dooley concert. This brought up discussion regarding Food Handling Certification. A motion was made by Commissioner Heller to request a SEC board member to become certified in Food Handling and to be reimbursed from the Village for the License and Class fee. Second by Commissioner Vyskocil.

Commissioner Heller: Aye  
Commissioner Mihelic: Aye  
Commissioner Schwer: Aye  
Commissioner Gill: Aye  
Commissioner Vyskocil: Aye  
Commissioner Kowalski: Aye

**c) Sponsorship**

No sponsorship has been sent out yet. Arlene asked the whether we should keep the same levels as before and all agreed to keep sponsorship as the prior year.

**d) July 4th Celebration**

Contracts will be sent out soon, Commissioner Kowalski will be assisting Arlene in this matter. Confirmation has been set for Run Forest Run and K Michaels Bands. Commissioner Vyskocil mentioned Strive 4 Fitness and Blue Water may be participating this year and Alphabet Learning Center will be returning. Arlene is still contacting participants many still will not due such as the Shriners due to insurance requirements. Chicago Boyz will be returning the St. Louise Dads. Commissioner Gill recommended contacting Elizabeth from Exotic Wildlife Sanctuary. Commissioner Vyskocil inquired if we could add another plaque "Best New Entry" as a way to help market, encourage new participants as an incentive. Arlene is trying to get more people (free) to participate, the Polish Dance Group will return (paid group) may inquire about Square Dance Club. Commissioner Kowalski is talking with the Chicago International Dance Group along with a Theater group that would walk and perform skits along the route. Commissioner Schwer would like to discuss as it gets closer better drop offs, for the route.

No questions or comments from the audience.

Since Buck band representative had left the commission decided to choose Dueling Pianos as the last band for the concert series. Arlene will work out price and whether or not to include drummer.

Next meeting will be April 4, 2017

Commissioner Heller made a motion to adjourn the meeting, second by Commissioner Kowalski.

Commissioner Heller: Aye  
Commissioner Mihelic: Aye  
Commissioner Schwer: Aye  
Commissioner Gill: Aye  
Commissioner Vyskocil: Aye  
Commissioner Kowalski: Aye

Meeting was adjourned at 8:17 p.m.

Special Events Commission  
Meeting Minutes  
June 6, 2017

1) **Call to Order**

Commissioner Schwer called the meeting to order at 7:00p.m.

2) **Roll Call**

Voting members present:

Commissioner Schwer, Commissioner Mihelic,  
Commissioner Gill, Commissioner Vyskocil, Commissioner Kowalski  
Commissioner Heller

Non-Voting members present: Dave LeClere, Trustee Liaison

In Attendance: Arlene Rovner, Special Events

DPW present: Andy Santos

3) **Public Comment**

An audience member Larry lives in condo in area met Dave at coffee shop and was interested in what SEC what doing and wanted to possibly volunteer and help get more enrollment.

4) **Minutes**

Commissioner Kowalski made a motion to accept the September 6, 2016 minutes, second from Commissioner Vyskocil.

Commissioner Mihelic: Aye

Commissioner Gill: Aye

Commissioner Heller: Aye

Commissioner Schwer: Aye

Commissioner Gill made a motion to accept the April 4, 2017 minutes, Commissioner Mihelic second.

Commissioner Vyskocil: Aye

Commissioner Heller: Aye

Commissioner Kowalski: Aye

Commissioner Schwer: Aye

The May minutes are complete but were not complete in time to be sent, therefore will be voted on next meeting.

5) **Correspondence**

There was no correspondence at this time.

## 6) Discussion Items

No discussion items at this time.

## 7) Old Business

### a) Concerts and Movies

Arlene has posted the information on FB and our website and will contact the website administrator tomorrow to place on sliders. Food for our June 23 concert will be Salerno's. Martin from Irish Times will be out of town for the Dooley Brothers so Arlene will contact Ryans as a possibility. On July 9 for our Army band Twisted Classic food truck will be out. Sugar Mama's will be on hand for our movies. They are a trailer that will provide popcorn, cotton candy, snow cones and lemon shake ups. They will not be any cost to the village. They will pay us \$50 and be located at Ehlert on Congress Park adjacent to the park. Due to village ordinance they cannot pull the trailer into the park so it was decided not to have them at the concerts. Salerno's is interested in doing more concerts so they may alternate. There was a miscommunication so Twisted Classic will not be out for ARRA. Arlene also mentioned she would like the July 9 Army concert to possibly be a community day but has not had time to fully arrange to date. Movie volunteers are to arrive between 6-6:30 p.m. Arlene will send out a email reminder. Commissioner Schwer reminded we should again make an announcement prior to showing School of Rock that it IS rated PG 13 do to one comment (he's on crack) in the movie. Arlene contacted A Sound Education about possibly coming out for the movie and confirmed Costco will be in attendance. Arlene passed a volunteer sheet for the concerts. She asked the commission to assist if possible with prizes as she has not had the opportunity to acquire any to date. Commissioner Vyskocil stated ALC and Strive for Fitness will provide prizes the concerts they are participating at. Arlene asked Commissioner Vyskocil to remind them they need to send her a confirmation email of date/concert they will be at as each concert is limited to 3 businesses. Commissioner Schwer stated Zoo City will have a prize for each concert and Commissioner Gill stated he would try to acquire a gift certificate from Joe's Saloon.

### b) Sponsorship

To date we have \$7000 in combined sponsorship movies and concerts. Last year's amount was \$5900. Arlene will visit Hitzmann in the next several days to video 15 second clip as a perk for being a platinum sponsor for the movies. He was the only one that made contact regarding the video.

### c) July 4th Celebration

Commissioner Schwer has confirmed 4 out of 13 Fire Departments to be represented (Brookfield, York Center, McCook and LaGrange) Chief Mango from LaGrange Park also made a suggestion for grand marshal for next year, perhaps Eddie Bermann.

Arlene is still awaiting to hear from the shriners regarding participation. Currently we have all the information in hand for 21 unpaid groups, with another 19 that still have some paperwork out. For paid groups we have 4 complete awaiting additional information from 4 so a total of 47. Last year we had 55. Arlene was going to review those from previous year not participating and contact. Commissioner Kowalski had 2 groups outstanding a theater and

dance group. She will contact and complete information with Arlene. Commissioner Vyskocil will check with Sway Dance.

Commissioners Schwer and Heller along with Arlene created a new map and morning set up for the celebration. Andy Santos approved of the changes. Arlene was awaiting Eddie Petrek's comments from the BPD. It was agreed to meet at 8 a.m. to review stations and locations for volunteers the morning of the parade. New this year will be a drop off point to assist with no standing or stopping of vehicles. Commissioner Vyskocil inquired if we need to alert residents as a courtesy of changes in time and streets affected. Also and Arlene confirmed she will highlight changes in paperwork to participants and DPW will have signs posted the day prior to the event for parking. Arlene is still looking for parade judges and has none to date.

Barones will be the food vendor and Arlene is completing discussion with Leos for the liquor. Commissioner Heller noted an error on the map, Commissioner Schwer will change, update and get revised copy to Arlene for distribution.

#### **d) Battle of the Bands**

Nova took first place with Identity Crisis in second. Immediately after winning Nova stated they could not play on the 4th and later said they were not available for regionals. There was discussion on how the judges scored and the judges stated they judged on a curve which Commissioner Schwer stated there should not be a curve. Arlene stated for the future Battle of the Bands to insure this will not happen, she will create instructions for the judges and a head judge will be appointed. Commissioner Vyskocil suggested someone be designated to be with the judges to ensure the guidelines are met. The second and third place bands will play on the 4th of July. It was also stated to have added to the rules that if a band cannot play the 4th of July as done this year, they will be disqualified.

#### **8) New Business**

None

#### **9) Staff Report**

None

#### **10) Adjournment**

Prior to adjourning a comment was made from an audience member regarding judging suggesting maybe to eliminate the high and low scorers from the event.

Arlene also had posters available for the event and asked those willing to distribute.

Commissioner Heller called for adjournment with a second from Commissioner Kowalski and Commissioner Schwer adjourned the meeting at 7:50 p.m.

