



## **Board of Commissioners / Special Session Minutes**

**September 15, 2021 / 6:30 p.m.**

**1. Call meeting to order / Roll Call / Pledge of Allegiance**

- President Carlson called the meeting to order at 6:30 p.m.
- Roll Call: President Carlson (Present), Commissioner Castro (Present), Commissioner Nichols (Present), Commissioner Baker (Present).
- Pledge of Allegiance waived

**2. Public Comment**

None

**3. Review/Approve light pole replacement at Hutchins Athletic Field**

Proposal from Siebert Electrical Contractors reviewed and discussed. President Carlson calls for a motion to approve the proposal from Siebert Electrical Contractors to replace 2 light poles at Hutchins Athletic field for the cost of \$6,000. Commissioner Nichols motioned, seconded by Commissioner Baker. Motion carried.

**4. Oktoberfest Planning**

**Food Trucks** (Commissioners Castro & Nichols) – The Brat Shop, Max's Dawg House, and El Burrito Bravo will be at Oktoberfest

**Beer / Wine** (Bill Reil / Steve Carlson) - Will go with a regular beer, lite beer, and an Oktoberfest beer. Also seltzer's and Mike's as recommended by Kloss. Beer cups will be from Kloss as well. All items will be \$5 each.

**Fireworks** (Leslie Cassidy) – will be done by Mad Bomber. New permit is being worked on. Caution tape will be used instead of snow fencing.

**Bonfire** (President Carlson / Steve Carlson) – permit needs to be updated, in the name of GPCA. Leslie will take care of contacting fire department.

**Permits** (Bill Reil) – Bill will update the food vendors

**Games / Events**

**Essential Workers/Military Recognition** – announcements will be done by Steve Carlson

**Scarecrow making** – Board agreed to allow Shirley to put a donation jar out for the GPCA scholarship fund as long as it is clearly marked

**Baggo's Tournament** (Commissioner Baker) – Eric N. will handle. 4pm sign-up, 5:00 start

**Face Painting** – Leslie left a VM message on 9/15/21

**Sponsors** – Atkins Accounting, \$250 from Gurnee Community Bank, and \$250 from Sambrano Funeral and Cremations

**Crafters/Vendors** – 1 person has paid for a spot so far. A woman contacted us who wants to be a vendor to sell cookies. Leslie will contact.

**Advertising** (Leslie Cassidy) - Need to put light up sign out at ballfield

**Signage** – small signs have been put out in community

Sponsor Signs – Nancy will do

No Smoking signs

Signs needed at ticket table – Kathy will do

Signs that facemasks are mandatory at scarecrow making activity

PERMITS MUST BE DISPLAYED AT EVENT

**Set-up / Take-down / Parking** – Rugby has agreed to help set-up and take-down.

Need 2 vendor spot identified (14' x 14')

Scarecrow making: 2 bales of hay (Nancy)

1 table

3 chairs

Leslie will contact rugby to see what time they are available for set-up and take-down and advise Board.

Board will plan on being at ballfield at 11am Saturday.

Food will be provided to volunteers at set-up and take-down.

Leslie will contact Amy S. to get 20 barricades for parking

**Volunteers** – sent email out to volunteers August 25<sup>th</sup> – we currently have 4. Will send out again.

**Hayride** - No hayride for liability reasons

**Layout** – discussed where everything will be placed

**Electricity** – discussed with layout plans

### **Other items**

Park District newsletter/updates mailing list sign-ups – Leslie will handle

Tip Jar for the bar? Kathy will handle

Donation Jar for ticket table? Kathy will handle

Hot cider, hot chocolate - no

Garbage cans – will use (8) 55 gallon cans from the building & (4) cans from Pole Barn.

Garbage bags have been purchased.

Cash box – Kathy will handle

**Security** (Steve Carlson) – will talk to the watch commander

### **COMPLETED ITEMS**

Barricades – Amy S. will supply if we want them

**Music** (Commissioner Baker) – **completed** - Acme Music Band returned signed contract

**Taekwondo Demo @ 5pm**– (Leslie Cassidy) – **completed**

**Scarecrow Building @ 5pm**- (Leslie Cassidy) - **completed**

Shirley will handle – booth will open at 5:00 and go until it gets dark. She will need: 2 bales of hay (Nancy)

1 table

2-3 chairs

2 volunteers

**Firetruck / Ambulance / K9 unit** – (Steve Carlson) - **completed** - will be there when time allows

**Politicians** (Steve Carlson) – **completed** - put the word out. Carissa is coming, but I believe she is coming as a guest.

Hand Sanitizer – **completed**

Facemasks – **completed**

Beer Tickets – **completed** - \$1 beer tickets purchased by Atkins Accounting

Pop, water – **completed** - food vendors will sell

Portable toilet & handwashing station (Leslie Cassidy) – **completed** - we have an extra basic unit. Hand wash station not needed – will use sink from pole barn.

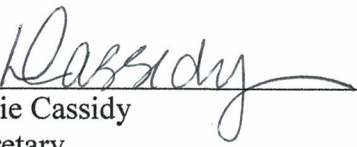
50/50 Raffle Tickets – **completed** - Bill Reil has them

Beer tickets – **completed** - Bill has tickets

### **5. Adjournment**

Commissioner Baker makes a motion at 8:00 p.m. to adjourn the meeting, seconded by Commissioner Castro. Motion carried.

Respectfully submitted,

  
\_\_\_\_\_  
Leslie Cassidy  
Secretary

  
\_\_\_\_\_  
Nancy Carlson  
President, Board of Commissioners