



**VILLAGE OF WAUCONDA
VILLAGE SERVICES COMMITTEE MEETING**

Tuesday, January 5, 2016

5:30 pm

Village Hall Board Room

101 N. Main Street

Meeting Minutes

1. Call to Order - Chairman Arnswald called the meeting to order at 5:33 PM. Committee members in attendance were Chairman Arnswald, Deputy Chair Barbini, and Trustee Black. Also in attendance were Trustees Knight, Starkey and Howe in addition to Village Administrator Maxeiner and Administrative Assistant Homola.
2. Approval of Minutes. After a brief discussion, the following minutes of the committee were approved:
 - a. October 13, 2015
 - b. November 17, 2015
 - c. November 19, 2015
 - d. December 8, 2015
3. Old Business:
 - a. Staff Recommendation on a Revised Special Event Application Process and Approval Policy. Administrative Assistant Homola distributed copies of various examples of special event policies from other entities as well as a copy of the current Village of Wauconda policy. Administrator Maxeiner offered that he had prepared a list of items that, in his opinion, need to be addressed in the new policy. He felt that the current policy was fragmented and disjointed enough that the Committee would be best served by scrapping the policy and starting new.

A discussion ensued about definitions of special events, the size of the events, street closures, parking lot closures, tents, alcohol, etc. Examples from various other documents were identified and examined. Guidelines were offered for application

deadlines as well as fees. Administrative Homola offered her thoughts on application deadlines and shortcomings in this area under the current process.

Risk management issues were addressed with discussions about liability limits, indemnification agreements, and where this process has broken down in the past. Trustee Howe offered that he felt that most organizations would be able to meet our liability insurance requirements without much difficulty. It was also offered that a one size fits all policy, with leeway to require higher limits as necessary, was perhaps the best route to pursue.

Following the discussion of the list of topics identified on Administrator Maxeiner's list, the committee asked staff to prepare a draft policy based on the information and guidance shared tonight for discussion at the next meeting.

4. New Business – There were no items for new business.
5. Public Comment – Maria Weisbruch suggested that survey of all businesses on Main Street should be conducted before deciding to alter the street closure practices. She also suggested that the survey comes from the Village Services Committee. The topics should ask about the Holiday Walk, Trick-or-Treat on Main, etc.

There were no additional comments from the public.

6. Adjournment - Chairman Arnswald adjourned the meeting at 6:44 PM.

Submitted by:

Village Administrator