

City of Sunbury
Events and Commemorations Committee Meeting Minutes
July 26, 2023, at 3:30 PM

Call to Order

Cindi Cooper called the Events and Commemorations Committee (“Committee”) meeting to order at 3:30 pm in the Council Chambers.

Roll Call

Those answering roll: Cindi Cooper, Dave Martin, and Murray Neff. Others in attendance included City Administrator Daryl Hennessy and Clerk of Council Amber Swain.

Approval of the Minutes

Mr. Neff moved approval of the May 24, 2023, meeting minutes. The motion was seconded by Mr. Martin. Upon roll 3 yeas, minutes approved.

New Business

Mrs. Cooper started with an email received from Jordan Kosinski the new pastor from the Grace Church. They thanked the Committee for allowing them to host their community event on the Town Square.

Mrs. Cooper initiated the discussion on the Citizen Recognition Program. At this time, no applications have been received. A nomination was proposed by Mrs. Cooper for the Moller family in recognition of their contributions to the City of Sunbury. To obtain more information, staff will attempt to contact Sharon Rockwell.

Mr. Hennessy reviewed the Big Walnut Civic Association's application for a special event permit. In addition to the street closures, he discussed the use of generators and the presence of special duty officers. The setup time and date, as well as the actual event date, were confirmed by him. A discussion took place within the Committee regarding the beer garden placement, parking, and street closures. Before this goes to Council, more information will be confirmed with the Civic Association.

Mr. Bennett discussed the power on the square with the Committee. He advised that at the last event, a food truck had to use a generator because it didn't have a long enough cord to connect directly to the electric. During the meeting, the Committee discussed solutions and ideas to help event organizers better communicate to food trucks about what they need to plug into the power source on the square. City staff and the Committee discussed the possibility of providing loaner extension cords to event coordinators to provide food trucks. A review of possible purchases of these items will be conducted by staff.

Mrs. Cooper started the discussion about the Events Committee working group that may be needed. She asked Mr. Hennessy to look into the bylaws to see if we can have members of the community as part of the Committee. The next meeting will include more information from Mr. Hennessy.

Ms. Swain discussed the proposed rental fees for the Town Hall, as well as the shelter houses. Discussion took place between the Committee and Staff over the final rate of the fees, and implementation of the fees.

Unfinished Business

City of Sunbury
Events and Commemorations Committee Meeting Minutes
July 26, 2023, at 3:30 PM

Visitors

Mr. Bennett addressed the Committee about his concerns regarding the last couple of events, he stated during the Memorial Day market the vendors were upset due to an extra fee that was charged by the event organizers for parking their vehicles on the square. Discussion then took place between the Committee, Staff, and multiple visitors. Mrs. Crawford from the Chamber spoke to the Committee about this, she sticks to what the City advises her to in regard to parking vehicles on the square, she asked that the City put in place guidelines for this and not leave the responsibility to the event coordinators. Mr. Hennessy advised he will work on a policy to present to the Committee at the next meeting.

Mrs. Crawford advised that she is meeting with her board at the Chamber tomorrow and is looking for clarification if the parade route is changing or not. As this will affect the future of the Chamber or the 4th of July celebration.

Mrs. Cooper noted that the Big Walnut Civic Association is looking for volunteers to work the Sunbury Sizzle and Sounds, it is very important for the events success.

Adjournment

Motion to adjourn by **Cooper** and seconded by **Neff**. Upon Roll all Yeas.