



KENDALL COUNTY
HISTORIC PRESERVATION COMMISSION
111 West Fox Street • Room 209 and 210 • Yorkville, IL • 60560
(630) 553-4141 Fax (630) 553-4179

AGENDA

March 15, 2017 – 7:00 p.m.

CALL TO ORDER

ROLL CALL: Elizabeth Flowers, Kristine Heiman, Melissa Maye, Richard Scheffrahn, and Jeff Wehrli

SELECTION OF CHAIRMAN:

APPROVAL OF AGENDA:

APPROVAL OF MINUTES: Approval of Minutes of the April 20, 2016 Meeting

CHAIRMAN'S REPORT:

PUBLIC COMMENT:

NEW BUSINESS:

1. Election of Officers
2. Commission Objectives and Goals
3. Events
 - a. Approval of Booth and Fee for Prairie Expo Village June 15-18, 2017
 - b. Other Events

OLD BUSINESS:

PUBLIC COMMENT:

ADJOURNMENT:

KENDALL COUNTY
Historic Preservation Commission
Kendall County Office Building
Rooms 209 & 210
111 W. Fox Street, Yorkville, Illinois
7:00 p.m.
Meeting Minutes of April 20, 2016

CALL TO ORDER

The meeting was called to order by Vice-Chairman Whitney French at 7:02 p.m.

ROLL CALL

Present: Ken Donart, Vice-Chair Whitney French, Kristine Heiman, Jeff Wehrli, Melissa Maye, and Richard Scheffrahn (remotely via Zoom)

Absent: None

Also present: John Sterrett, Senior Planner

In the audience: None

APPROVAL OF AGENDA

Mr. Wehrli made a motion, seconded by Mr. Donart, to approve the agenda as written. With a voice vote of all ayes, the motion carried.

APPROVAL OF MINUTES

Mr. Donart made a motion, seconded by Ms. Heiman, to approve the minutes from the March 16, 2016 meeting. With a voice vote of all ayes, the motion carried.

CHAIRMAN'S REPORT

Ms. French asked the Commission if they were fine with pushing the Spring Event to the fall for more time to plan. The Commission was comfortable with this.

PUBLIC COMMENT

None

NEW BUSINESS

Recommend Approval of a Proclamation for Historic Preservation Month

Mr. Sterrett presented the proclamation for historic preservation month and explained that the theme for this year is "This Place Matters." Mr. Sterrett will develop a press release for the proclamation. Ms. French stated that she will draft an article as part of preservation month explaining the efforts of historic preservation in Kendall County.

Mr. Wehrli made a motion, seconded by Ms. Heiman, to forward the historic preservation month proclamation onto the County Board with a favorable recommendation with an amendment. With a voice vote of all ayes.

OLD BUSINESS

Spring Workshop Event

With the Spring Workshop on hold, the Commission discussed other possible events going on in the community in May associated with historic preservation. There are no events in May that the Commission is aware of to partner with. The Commission discussed reaching out to Dickson-Murst Farm for possible landmark status. Ms. French suggested that subcommittees be created to organize the fall event.

Social Media and Marketing

Mr. Sterrett stated there is no change with the meeting from Waubonsee.

Update on Millbrook Bridge

Mr. Wehrli updated the Commission on the Forest Preserve District's effort with the Village of Millbrook to develop an agreement with regards to improving the Millbrook Bridge. The Village of Millbrook will postpone further discussions on the bridge until after the fall elections. The Commission discussed efforts for more public involvement in supporting the Millbrook Bridge. There was a consensus to organize a photo opportunity with residents supporting the bridge in front of the Millbrook Bridge and utilize local media. The Commission planned on a date of Saturday, May 14th at 10:30am.

Oswego Prairie Fest

The Commission will discuss this at a later date to participate in 2017 and will bring this topic at the fall event.

PUBLIC COMMENT

None

ADJOURNMENT

Mr. Wehrli made a motion, seconded by Ms. Heiman, to adjourn. With a voice vote of all ayes, the motion carried. The Historic Preservation Commission adjourned at 8:07pm.

Respectfully Submitted,
John H. Sterrett
Senior Planner



PrairieFest Expo Village

June 15-18, 2017
Oswego, IL

Showcase your business, craft, or organization to the thousands in attendance during PrairieFest, Oswego's annual hometown celebration!

Held Thursday through Sunday each Father's Day weekend, PrairieFest offers petting zoos, pony rides, live music, carnival, children's stage with entertainers and activities, food and drink vendors, and more. Take advantage of this unique opportunity to meet your public or advertise your services to the estimated 75,000+ in attendance at Prairiefest Park.

About The Booth

- Each space is a 12' x 12' grassy area. Vendors provide their tables and chairs.
- This is a rain-or-shine event. We recommend a tightly secured canopy.
- With prior approval, quiet running generators are allowed in specified areas
- We only allow one vendor of each trademarked product line (Pampered Chef, Tupperware, Lularoe, etc.) to participate. Priority is given to local vendors whose registration forms are received on a first come, first served basis.
- Set up Thu, June 15 from 10:00am-3:30pm and take down Sun, June 18 from 6:00pm-8:00pm

Expo Village Fees - Apply Early to Save!

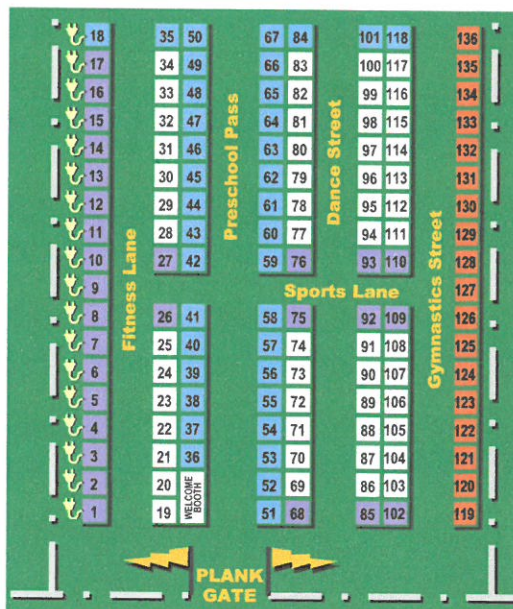
<input type="checkbox"/>	Regular Booth	<input type="checkbox"/>	Prime Booth*
\$225	January & February	\$350	January & February
\$300	March & April	\$425	March & April
\$375	May	\$500	May
<input type="checkbox"/>	Corner/Generator Booth*	<input type="checkbox"/>	Saturday Only
\$275	January & February	\$150	January & February
\$350	March & April	\$200	March & April
\$425	May	\$225	May

*Prime and corner booths are available first come, first served. Submit your first three booth preferences on your application. An Expo Village coordinator will contact you with your booth assignment.

Expo Village Hours

Thursday, June 15	4:00 - 9:00pm
Friday, June 16	10:00am - 8:00pm
Saturday, June 17	10:00am - 8:00pm
Sunday, June 18	11:00am - 6:00pm

Map of Booths



Expo Village Poker
Encourages guests to explore the Expo Village

Be the Best of the Fest

WIN A FREE BOOTH FOR 2018!
Vendors with exceptional booth presentation & customer service are eligible to win.



All registrations due June 1, 2017. For more information, contact the Expo Village Team at 630.554.1010 x 4216 or expovillage@oswegolandpd.org

PrairieFest 2017 • Expo Village Application

Complete the applicaton, contract, and waiver. To submit, print the completed documents, scan or take photos and email to expovillage@oswegolandpd.org. All applications are due June 1, 2017.

Business/Organization Name _____

Contact Name _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Cell Phone _____ **Email** _____

Description of Business - Include the type of product you are selling or your organization's mission. We recommend new vendors attach photos of their booth display and/or product.

Event Staff - Information must be provided for all staff that will be on site at your booth, as required by the Village of Oswego Police Department. For additional staff, attach their information to this application.

Name (First, Middle Initial, Last)	Birthdate	Driver's License Number	State of Issue

Your Booth Preference

Type of booth ___Regular ___Corner/Generator ___Prime ___Saturday Only

Indicate your preference of booth number (as listed on the map) 1. _____ 2. _____ 3. _____

Expo Village Fees

Regular Booth		Corner/Generator Booth		Prime Booth		Saturday Only	
\$225	January & February	\$275	January & February	\$350	January & February	\$150	January & February
\$300	March & April	\$350	March & April	\$425	March & April	\$200	March & April
\$375	May	\$425	May	\$500	May	\$225	May

Payment - Credit Card

I authorize the Oswegoland Park District to charge my credit card upon acceptance into the Expo Village and understand this fee is non-refundable.

Card Type (select) Mastercard Visa Discover Am. Ex

Card Number _____ **Expires** /

Name on Card _____



Expo Village Contract & Waiver



Business/Organization Name _____

Contact Name _____ **Contact Phone** _____

Please initial each statement. I understand that:

- _____ I have signed the PrairieFest Expo Village Waiver and Release below.
- _____ Expo Village fees are non-refundable.
- _____ Spaces are 12'x12'.
- _____ Vehicles will not be allowed in the Expo Village after set-up or before take down, and the vehicle entrance gate will be locked.
- _____ I must provide my own covered tables, chairs, and weather protection (tent) and that all exhibits must be tastefully displayed. It is my responsibility to ensure that my tent is properly secured and staked to withstand weather conditions. I understand weather may prohibit driving on the grass and I may have to hand-cart my booth supplies.
- _____ There is no electricity available; approved quiet generators under 3000 watts are allowed in specified areas.
- _____ I must remain open during all Expo Village hours, and I cannot break down my booth prior to 6:00pm on Sunday.
- _____ While the festival has overnight security, anything I choose to leave on site is at my own risk.
- _____ Selling products and passing out literature can only be done from the confines of my booth space unless I have a Roaming Vendor Permit from the Oswegoland Park District.
- _____ I am not allowed to make any unnecessary commotion so as to distract from adjoining exhibits.
- _____ Failure to comply with these requirements may result in immediate removal or not being invited back to participate in future festivals. Booth fees will not be refunded if such action is necessary.

PrairieFest Expo Village Waiver and Release

Read this information carefully and be aware that in registering and participating in this event you will be waiving and releasing all claims for injuries for you, your employee(s), and/or volunteers might sustain arising out of this event.

Business/Organization Name _____

Contact Name _____ **Email** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Contact Phone _____ **Business Phone** _____

As a participant in this event, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which I or my employee(s) or volunteers may sustain as a result of participating in any and all activities connected with or associated with this event. I do hereby fully release and discharge the Oswegoland Park District, Oswego Community School District 308, Village of Oswego and other officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which I or my employee(s) or volunteers may have or which may accrue to me or my employee(s) or volunteers on account of my participation in this event.

I further agree to indemnify and hold harmless and defend the Oswegoland Park District, Oswego Community School District 308, Village of Oswego and other officers, agents, servants, and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me or my employee(s) or volunteers and arising out of, connected with or in any way associated with the activities of this event.

I agree to waive and relinquish all claims I or my employee(s) or volunteers may have as a result of participating in this event against the Oswegoland Park District, Oswego Community School District 308, Village of Oswego and their officers, agents, servants, & employees.

I have read and fully understand the above Waiver and Release of All Claims.

Signature of Participant/Contact

Date