



# Village of Westchester

10300 ROOSEVELT ROAD, WESTCHESTER, IL 60154

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## 100<sup>th</sup> Anniversary Committee

### Meeting Minutes

November 14, 2024 - 6:30 p.m.

Prairie House (11225 Constitution Drive)

**Village President**  
GREG HRIBAL

**Village Clerk**  
SOPHIA COLLINS

**Trustees**  
GIA MARIE BENLINE  
PETER MARZANO  
ROBERT MORALES  
EVIE SLAVIC  
NICK STEKER  
VICTORIA VANN

**Village Manager**  
BARRY KRUMSTOK

**Assistant Village Manager**  
JOHN SCHWARZ

**Village Attorney**  
MATTHEW WELCH

**Committee Members**  
BETHANNY ALEXANDER  
BILL ERNST  
JEANNIE HELGESEN  
JULIE JORDAN  
MAGDALENE LADAS  
ROSANN NICHOLSON  
ANDREW ROBACK

1. Call to Order
  - 6:35 p.m. at the Prairie House
2. Pledge of Allegiance
3. Roll Call
  - **Present:** Commissioner Alexander, Commissioner Ernst, Commissioner Helgesen, Commissioner Jordan, Commissioner Ladas, Commissioner Nicholson, Chairperson Roback
  - **Absent:** None
4. Public Comments – *Respect for the duties of the Committee and for the democratic process will be adhered to – in this regard, civility and a sense of decorum will be strictly followed. All speakers must address their comments to the Committee. Comments that are personally condescending will not be permitted. Please state your name before commenting. To give as many visitors as possible an opportunity to speak and in the interest of adjourning the meeting at the designated time, all comments under Public Comments are limited to three (3) minutes and each speaker will only be permitted to speak once, unless further time is granted by the Committee.*
  - Historian **Patricia Reaves** spoke and welcomed the Committee to the Prairie House.
  - There being no additional members of the public present wishing to speak, the public comment period was closed and the meeting continued.
5. New Business
  - a. **Motion to approve the minutes from the October 29, 2024 Committee meeting**
    - **Motion:** Commissioner Ernst
    - **Second:** Commissioner Jordan
      - **Ayes:** Commissioner Alexander, Commissioner Ernst, Commissioner Helgesen, Commissioner Jordan, Commissioner Ladas, Commissioner Nicholson, Chairperson Roback
      - **Nays:** None

- **Motion passes (7–0) by voice vote**
- b. **Motion to approve the official list of recommendations from the Committee**
  - **Motion:** Commissioner Jordan
  - **Second:** Commissioner Ladas
    - **Ayes:** Commissioner Alexander, Commissioner Ernst, Commissioner Helgesen, Commissioner Jordan, Commissioner Ladas, Commissioner Nicholson, Chairperson Roback
    - **Nays:** None
  - **Motion passes (7–0) by roll call vote**

**Meeting note:**

At this point Trustee Liaison Slavic requested to break from the agenda in order to provide an update from the Special Events Committee regarding the official list of recommendations. No objections being made, Trustee Slavic proceeded to deliver the update. Chairperson Roback requested that the update be made in writing to the Chair for inclusion in meeting minutes.

**Chairperson's Note:**

As of the time of publication for these minutes, the updates on recommendations are unavailable. Approval of this meeting's minutes will commence as scheduled during the next meeting on 12/2/24, and the list of updates from the Special Events Committee will be considered as an amendment to these minutes at the 12/16/24 meeting. **Amendment (approved on 12/16/24):** See Exhibit A for the notes from that meeting. **[End of amendment]**

**Meeting note (continued):**

After a discussion sorting out conflicting viewpoints regarding the role of Committee members *vis a vis* coordinating and planning individual events, it was agreed amongst all parties that the official list of recommendations would be reviewed at the 12/2/24 meeting and that individual Committee members will volunteer to serve as chair and liaison for events. Committee members will be responsible for research and price quotes on individual items. An agenda item to that effect will be added to the 12/2/24 agenda. Updates being received and a plan for future activities being reached, by acclaim the meeting continued and returned the regular agenda.

- c. Review and approve concept design for the 100th Anniversary logo
  - **Amendment (approved on 12/2/24):** Previous language struck, and replaced with the below passage:
  - ~~Prior to consideration of designs, Administrative Services Coordinator Ganavan shared that, upon review, and in contrast to a request for proposal sent by the village for a submission, the Village now considered an entry by Chairperson Roback to be a conflict of interest and that the Village determined his designs would be removed from consideration. Chairperson Roback asserted that the Committee would adhere to the~~

~~law, and despite a proposal for donating the designs, for ethics reasons he would remove his design proposals completely from consideration and the Committee would move forward by selecting from the two remaining design entries from Perfect Image Transfers and Alisun Business Printing.~~

- Prior to consideration of designs, Administrative Services Coordinator Canavan shared that Chairperson Roback's submission was initially requested on behalf of the Committee with the understanding that he would recuse himself from the matter. However, upon further review by the Village, it was determined that his submission had to be removed from consideration as, despite his recusal, the submission constituted a conflict of interest under the Illinois Municipal Code. Chairperson Roback asserted that the Committee would adhere to the law, and despite an inquiry from the Committee regarding donating his designs, for ethics reasons he would remove his design proposals completely from consideration. The Committee then moved forward with selecting from the two remaining design entries from Perfect Image Transfers and Alisun Business Printing.
  - **[End of amendment]**
  - After discussion of the remaining two entries, it was agreed that the Committee would first select a preferred design, then propose revisions.
  - Chairperson Roback called for the **vote to select a preferred design**:
    - **Perfect Image Transfers**: Commissioner Alexander, Commissioner Jordan, Commissioner Ladas, Commissioner Nicholson
    - **Alisun Business Printing**: Commissioner Ernst, Commissioner Helgesen, Chairperson Roback
  - **The Perfect Image Transfers design was selected by a (4–3) roll call vote**
  - After discussion regarding preferred design, the Committee collectively suggested the following block of revisions:
    - The text at the top of the logo should read "Village of Westchester" and be in gothic-style font
    - One version of logo with knight holding sword, and one without the sword
    - Less whitespace in logo
    - More contrast on "100," whether that's a different color or a text effect like outlining
    - The flowers and prairie grass should be more prominent in the design
  - Chairperson Roback called for the **vote to approve this block of requested revisions**:
    - **Ayes**: Commissioner Alexander, Commissioner Ernst, Commissioner Helgesen, Commissioner Jordan, Commissioner Ladas, Commissioner Nicholson, Chairperson Roback
    - **Nays**: None
  - **List of revisions approved (7–0) by voice vote**
- d. Special presentation to the Committee by Historian Patricia Reaves

- Historian Reaves presented a detailed history of the region and a wealth of information and resources, including a discussion of special events held by Save the Prairie Society. She indicated that while Prairie Fest is a set date, they have latitude to change the dates of other events. Commissioner Alexander suggested that a focus in event programming be set to make the Prairie House a destination. Historian Reaves indicated that Save the Prairie Society has effectively absorbed the Westchester Historical Society, and the Committee and all in attendance reviewed several historical artifacts and documents.

**Meeting note:** Commissioner Helgesen had to depart the meeting at 7:40 p.m. The meeting continued.

6. Old Business  
a. None

7. Future Meetings  
a. Confirm availability for planned dates:

- Monday, 12/2 at 6:30 p.m. in the Village Hall Board Room
- Monday, 12/16 at 6:30 p.m. in the Village Hall Board Room. Note: This will be the final meeting of the Committee in 2024.
  - Both meeting dates were confirmed.

8. Adjournment

*The Village of Westchester will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Village of Westchester, should contact the office of the Fire Chief, 10300 W. Roosevelt Road, Westchester, IL, (708) 345-0433, as soon as possible but no later than 48 hours before the scheduled event.*

- **Motion:** Commissioner Jordan
- **Second:** Commissioner Ladas
  - **Ayes:** Commissioner Alexander, Commissioner Ernst, Commissioner Jordan, Commissioner Ladas, Commissioner Nicholson, Chairperson Roback
  - **Nays:** None
- **Motion passes (6–0) by voice vote.** Meeting adjourned at 7:46 p.m.

## **Amendment (approved on 12/16/24):**

### **Exhibit A**

Notes from Trustee Liaison Evie Slavic from the Special Events Committee discussion regarding the official list of recommendations.

Below is the summary of the discussions during the Special Events Committee which I presented at last week's 100th meeting with the Committee's approval. Present at the SEC meeting were representatives from the Village, Chamber, and Park District. The discussion was that there would be a point person (or 2) from the 100th committee to work with the existing staff/group handling the event on the enhancements and that the committee would also recruit volunteers to help at these events. Also discussed was that there would be smaller meetings with the point person(s) outside of the 100th anniversary meetings with staff and other entities involved to help plan the events. There can be no more than 2 committee members present at any meeting per OMA regulations.

#### Westchester 100th Birthday Party in the Park

It was understood that the committee's contribution would be to enhance parts of this already established event to turn it into a village birthday party. I shared the ideas of a birthday cake, "old time" games such as egg carry, 3 legged race etc, pie eating contest, red and white checkered tablecloths, kids craft area, historical display etc. I also shared the group's suggestion that there be a "famous" resident who could be given the key to the city. Also stated that Westchester businesses should be given 1st priority and was assured this was the case last year already and would continue. The idea was well received and accepted. More discussions need to happen with the combined subcommittees.

#### Roaring 20's Gala/Chamber of Commerce Celebrate Westchester collaboration

The Chamber took the information I presented and said he would bring it to the Chamber the next day. ( for further information: We spoke after and he mentioned the Chamber loved the idea and were going to move forward with it. I mentioned it would be a collaboration between the village and the Chamber and he said they wanted to theme their event as roaring 20s as they always have a theme. I stated that the idea was the 100th Committee's and that they would not want to hand it over which was confirmed in the meeting on the 14th for me to present back to the Chamber Chair. More information to follow.)

#### Music thru the decades concert series.

The Park District confirmed that they were already lining bands up for next summer but would take this into consideration if possible. Costs and availability are the deciding factor. More discussions to be had next year closer to final planning.

#### Parade of vintage vehicles in the 4th of July parade

Staff commented that anyone can enter the parade as a participant but the size of the entry would need to be discussed. The parade usually ends at Community Park and any after events and allowed/possible additions to the day would be discussed with the subcommittees when the event is being planned next spring.

#### Enhancement of the Chamber of Commerce Christmas Party or Winter Wonderland

Both ideas were generally well received and discussions on which one and details would happen next year.

#### Historic exhibit in Village Hall and time capsule

This would be discussed in detail as to which ideas are feasible with the point person/sub committee and staff.

#### Save the Prairie event enhancement

This should be ok but any planning/costs etc. need to be reviewed with staff and approved prior to any planning.

#### Children's Essay Contest/Drawing contest for younger children.

The school district was not present but had spoken to staff the day before and said they liked the ideas and they would coordinate the events within their student body. Discussions would happen with the 100th committee and staff first to discuss, have any questions answered and set up the template for the programs. Staff would then need to approve/and or amend if necessary. Staff would then present it to the schools to approve/amend and coordinate within their student body for children who are residents of Westchester. The village staff would handle the promotion to the resident children who do not attend 92.5 schools.

#### Voices of Westchester

Staff agreed with the idea but there needs to be discussion after more details are gathered by the committee such as logistics, costs, etc. If there is a company that would need to be hired, then the 100th committee needs to get a quote for the services to present to staff for approval.

#### Commemorative bench or marker

Same as above, depends on costs and how it fits into the budget.

#### Banner for events

Table banner would be approved as is a small cost but content would need to be presented and approved. Since this would be used all year, this should be worked on as soon as possible.

#### Wine and cheese fundraising event

Staff needs more details before consideration. Prairie event is late in the year, would be better to be earlier so funds can be used for earlier events?

Themed presentations from Save the Prairie Society/regular column added to the monthly newsletter  
In general idea is approved but each submission/event needs staff approval. More details are needed.

#### Creating and distributing signage celebrating 100 years to local businesses etc.

This idea was approved but actual content and any costs must be approved by staff prior to any action.

#### Drama workshop/presentation

General idea approved. Staff needs more details which would need to be approved.

#### Centennial logo

Reminder from staff that this logo would be used for everything during 2025 including the vehicle stickers so please take that into consideration when choosing which logo and any alteration suggestions. Final approval/alterations made by staff.

That is the summary from the meeting with the Special Events Committee with the exception of my added comments in () about the Roaring 20s evening.

**[End of Amendment]**