

City of Darien
Minutes of the Administrative/Finance Committee
June 3, 2024

Chairwoman/Alderwoman Sullivan called the meeting to order at 6:00 pm. Committee members Leganski and Schauer was present. Also in attendance was City Administrator Vana, Treasurer Coren and Mayor Marchese.

A resolution approving an intergovernmental agreement between the Darien Park District and the City of Darien for the use of Westwood Park for Darien Fest in 2024, 2024 summer concert series and 2024 fall fest

Staff advised in November of 2023 the City made a request to conduct the Darien Fest, at a local park, untimely agreeing on Westwood Park. In December of 2023, Mayor Marchese advised the park district that we would also like to have our summer concert series and fall fest at the park. In order to have these events on park property the park district required an intergovernmental agreement with the city. There are separate agreements for the five events to be held as Westwood. The committee unanimously recommended approval of the resolution.

A resolution approving an event management agreement between the City of Darien and the Darien Chamber of Commerce for Darien Fest in 2024

Staff advised in anticipation of Darien Fest at Westwood Park, the City and Chamber agreed to co-sponsor the fest. This agreement was part of the Memorandum of Understanding the city approved on February 5, 2024, as part of this year's chamber grant and included nine items. Staff advised an agreement was developed in order to provide the framework for the fest management. The committee unanimously recommended approval of the resolution.

Approval of a resolution establishing guidelines for the issuance of ceremonial documents, proclamations, and supporting resolutions by the City of Darien

Staff advised at the May 20, 2024 City Council meeting the council approved a motion directing staff to prepare a draft policy pertaining to votes that will be considered by the city council, focusing on votes of a symbolic nature.

The purpose of this policy is to establish guidelines for the issuance of ceremonial documents, proclamations, and supporting resolutions by the City of Darien. These documents are strictly honorary and do not carry any legislative or legal significance. In summary, the proposed resolution and policy will set forth certain guidelines pertaining to the adoption of a requested ceremonial document, proclamation, and/or resolution supporting the activities or endeavors of the requestor. The committee unanimously recommended approval of the resolution.

Approval of an ordinance authorizing the disposal of surplus property

Staff reviewed a list of city items recommended as surplus and asked for approval to dispose of the items. The committee unanimously recommended approval of the ordinance.

Minutes – May 6, 2024 - The committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:51 p.m.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Gerry Leganski, Member _____