

# CITY OF DARIEN

## NOTICE OF SPECIAL MEETING

**PLEASE TAKE NOTICE THAT THE ADMINISTRATIVE/FINANCE COMMITTEE HAS SCHEDULED A SPECIAL MEETING TO BE HELD ON MONDAY, APRIL 20, 2026 at 6:30 PM IN THE CONFERENCE ROOM AT CITY HALL, 1702 PLAINFIELD ROAD, DARIEN, ILLINOIS. AGENDA IS AS FOLLOWS:**

**1. CALL TO ORDER**

**2. ESTABLISH A QUORUM**

**3. PUBLIC COMMENT**

**4. ACTION ITEM**

- A motion approving a Memorandum of Understanding (MOU) between the City of Darien and the Darien Lions Club for the 2026 Darien Fest and 2026 October Fest**

**5. ADJOURNMENT**

**THIS NOTICE IS GIVEN PURSUANT TO CHAPTER 5, SECTION 120/2.02 OF THE ILLINOIS COMPILED STATUTES (5 ILCS 120/2.01).**

**JOANNE E. RAGONA  
CITY CLERK  
APRIL 16, 2026**

**AGENDA MEMO**  
**Administrative/Finance Committee**  
**April 20, 2026**

**ISSUE STATEMENT**

A motion approving a Memorandum of Understanding (MOU) between the City of Darien and the Darien Lions Club for the 2026 Darien Fest and 2026 October Fest attached as exhibit 1.

**BACKGROUND/HISTORY**

The city is finalizing details for Darien Fest and October Fest. The staff is requesting the City Council confirm certain aspects of both of these events

- **DARIEN FEST**

For Darien Fest, the city has already approved the agreement with School District 86 and authorized staff to enter into agreements with the bands and sounds/stage company. One outstanding item is confirming that the Lions Club and Women's Club will handle the alcohol sales. Last year the Lions Club handled all alcohol sales, which included securing the required insurance, purchasing, serving and retaining revenues. The intent this year is to allow the Lions to handle the beer sales and the Woman's Club will handle the wine sales.

- **OCTOBER FEST**

October Fest is an event the City has offered for the last 2 years. This year's event is scheduled for October 3<sup>rd</sup> and will be held at Carriage Greens between the hours of 3:00pm to 10:00pm. October Fest has been a partnership between the city and the Lions Club. The FYE 27 October Fest budget is \$8,705, which includes the bands, stage, portable toilets/wash station, sound, banners and a \$3,000 contingency. A copy of the revenue/expenses report from the Lions Club for the 2025 fest is attached. The report shows they had revenues of \$17,397 and expenses of \$13,290.50.

In order to formalize the partnerships for this event, staff is asking for council consideration to approve the attached Memorandum of Understanding (MOU) which includes

- 1 Darien Fest**

Allowing the Lions Club to handle the beer sales and the Woman's Club to handle the wine sales. The Lions and Woman's Clubs will secure the required insurance and license, purchase, serve and retain alcohol revenues.

- 2 October Fest –**

- Allowing the Lions Club to handle the beer sales and the Woman's Club to handle the wine sales. The Lions and Woman's Clubs will secure the required insurance and license, purchase, serve and retain alcohol revenues.
- Allowing the Lions to handle the non-exclusive food sales and exclusive beer sales, and the Woman's Club to handle the wine sales. The Lions and Woman's Clubs will secure the required insurance and license, purchase, serve and retain alcohol revenues.

- Authorize staff to enter into agreements with the bands and sounds/stage company and other items approved in the budget
- Approve the Fest location to be Carriage Greens and fest hours to be between 3:00pm to 10:00pm
- Lions will work with Darien Police to limit parking to one side of Carriage Greens Drive for more efficient traffic flow in & out of the subdivision. Lions will purchase the necessary temporary no parking signs
- Lions will “rope off” the event from the golf course to the CGCC specifications and will advise the city if they observe any unauthorized individuals that are on the course.
- Lions will contact the area residents as determined by the neighborhood HOA President. Lions will work with the HOA on educating the homeowners about the event and place *Respect Your Neighbor* signs at various locations in the neighborhood. The Lions will advise the city if they observe other issues in the neighborhood such as traffic problems, fest participants trespassing on private property and other issues disruptive to the neighborhood
- City will coordinate with Carriage Greens for use of the course property planned for this event
- City will pay for the stage 2 bands, sound equipment, portable wash/toilet station, event banners
- City will be responsible for traffic planning for the event
- City will solicit for event sponsors and retain sponsorship proceeds
- City will coordinate garbage service with LRS
- Lions will provide and pay for large tent, 2 face painters, bouncy houses and Coordinate event activities such as bags tournament and other activities as planned
- Lions will coordinate volunteers for post fest and neighborhood cleanup
- The City and Lions Club understand that issues may arise that are not covered by this MOA and agree to have city staff discuss and resolve those issues administratively

The Administrative/Finance recommended approval of the items above in substantially the same form. The committee discussed if the city should retain any of the revenue from liquor sales but made no specific recommendation. Additionally, Mayor Marchese attended the 4-9-26 Lions board meeting. The Mayor formally requested that the Lions provide \$3,000 for scholarships for the 2026 intern program with the high schools. We will have 3 students from HS and DGS and each would receive \$500. The Lions agreed to provide the scholarships, subject to their full board

approval in May.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends the Administrative/Finance Committee recommends the City Council approve a motion approving the *Memorandum of Understanding Between the City of Darien and the Darien Lions Club* attached as exhibit 1.

**ALTERNATE CONSIDERATION**

As directed.

**DECISION MODE**

This item will on the April 20, 2026, City Council Agenda for consideration.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 20<sup>th</sup> day of April 2026.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**Memorandum of Understanding**  
**Between the City of Darien and the Darien Lions Club**

This Memorandum of Understanding clarifies the responsibilities of the City and Lions Club  
for the 2026 Darien Fest and the 2026 October Fest

The City of Darien and the Darien Lions Club agree to the following:

**1 Darien Fest**

Allowing the Lions Club to handle the beer sales and the Woman's Club to handle the wine sales. The Lions and Woman's Clubs will secure the required insurance and license, purchase, serve and retain alcohol revenues.

**2 October Fest**

- Will be held at Carriage Greens Country Club (CGCC) on Saturday, October 3, 2026 between the hours of 3:00 p.m. and 10:00 p.m.
- Allowing the Lions Club to handle the beer sales and the Woman's Club to handle the wine sales. The Lions and Woman's Clubs will secure the required insurance and license, purchase, serve and retain alcohol revenues.
- Allowing the Lions to handle the non-exclusive food sales and exclusive beer sales, and the Woman's Club to handle the wine sales. The Lions and Woman's Clubs will secure the required insurance and license, purchase, serve and retain alcohol revenues.
- City will enter into agreements with the bands and sounds/stage company and other items approved in the budget
- Approve the Fest location to be Carriage Greens Country Club and fest hours to be between 3:00pm to 10:00pm
- Lions will work with Darien Police to limit parking to one side of Carriage Greens Drive for more efficient traffic flow in & out of the subdivision. Lions will purchase the necessary temporary no parking signs
- Lions will "rope off" the event from the golf course to the CGCC specifications and will advise the city if they observe any unauthorized individuals that are on the course.
- Lions will contact and the area residents as determined by the neighborhood HOA President. Lions will work with the HOA on educating the homeowners about the event and place *Respect Your Neighbor* signs at various locations in the neighborhood. The Lions will advise the city if they observe other issues in the neighborhood such as traffic problems, fest participants trespassing on private property and other issues disruptive to the neighborhood
- City will coordinate with CGCC for use of the course property planned for this event

- City will pay for the stage, 2 bands, sound equipment, portable wash/toilet station, event banners
- City will be responsible for traffic planning for the event
- City will solicit for event sponsors and retain sponsorship proceeds
- City will coordinate garbage service with LRS
- Lions will provide and pay for large tent, 2 face painters, bouncy houses and coordinate event activities such as bags tournament and other activities as planned
- Lions will coordinate volunteers for post fest and neighborhood cleanup
- The City and Lions Club understand that issues may arise that are not covered by this MOA and agree to have city staff discuss and resolve those issues administratively

Approved by Darien Lions Club authorized rep: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by JOSEPH A. MARCHESE, MAYOR: \_\_\_\_\_ Date: \_\_\_\_\_