

Village of Clarksville  
Planning Commission  
Special Meeting Park Opening Event Planning Session  
Minutes  
April 30, 2026

Call to Order / Pledge

Roll Call: Planning Commissioners

Commissioners Present: Chairperson John Jewell, Vice Chairperson Kellie Stank, Secretary Diane Sheldon, Kaitlin Mossner, Jason Cappon, Olivia Kent

Also, present village trustee Deb Winkler

Absent: Ex officio Member – Bonnie Main

Public Comment: non-agenda items: None

Adoption of Agenda

Special Meeting Park Opening Event Planning Session Agenda

Village Park Community Opening Event:

**Property improvements:** Special meeting of PC & park committee on May 4 at 6:30 pm to define location of picnic table & bench from the Historical society. Move gaga pit over 5 feet from both fences. Schedule date to pour cement slabs.

Jewell will inform mayor he will be master of ceremony.

Advertising: Kent to design ½ page flyers, to include. No parking at library. Walk in event. Park at village lot. List of contributors. Kent will ask Shari for a list of Historical Society members.

**Menu:** Pancakes, eggs were donated, and sausage. Drinks coffee \$250, water and fruit punch. Cappon has drink cooler dispensers. PC to gather coffee carafes and syrup serving pictures. Cappon to get pricing for paper products & sugar free syrup & supplies for 150 people. Stank will contact Doller General manager regarding using south side of parking lot & donation of paper products for the event. Order Shirts for PC & village as “Park Village Workers.” Assign people to bus and wash tables as needed.

**Setup:** Friday May 8 Block off entrances orange barrels. Village has some & R&R has offered theirs. Need to examine the cans behind hall, can they be used?

Saturday 6 am set up tables, chairs & canopies. Set up table wash buckets. Put out yard games. Cappon has secured 3 grills for eggs & pancakes also grill smoker for sausage. Will consult with fire dept. if we can use their tables & chairs, delivery method and for their opinion about numbers needed. PA system. Cappon has access, ask Mike Cronk if he is interested to assist. Speaker to address attendees at 8:30 am.

**Event Agenda:** Welcome, Invitation to eat, recognizing businesses, originations & individual whom made this possible. Special thanks to the Historical society, get list of all members. Hopes for the future. Explain rules and hours of operation. Q&A with residents.

Clean-up: Trash removal, tear down tables and chairs.

Commissioner Comments: Kent to make labor timeline for set up, event & cleanup.

Adjourn