

EVENTS COMMITTEE MEETING

July 21, 2015 - 5 pm

Chairman Marzahl called the meeting to order at 5:05 p.m. Committee members present: Chuck Marzahl, Lori Moller, Wanda Marzahl, Stephanie Freimund, Tammy Herrera and Mark Lancaster. Committee member Bill Clow was absent. Also present were City Administrator Dave Nelson, Alderman Mike Kelly and Dawn and Cheyanne Bihlmaier.

MINUTES OF MARCH 17th, 2015 – APPROVED

A motion was made by Wanda Marzahl, seconded by Mark Lancaster to approve the Events Committee Meeting Minutes of March 17th, 2015. All ayes. Motion carried.

TREASURER'S REPORT

A motion was made Lori Moller, seconded by Mark Lancaster to approve the Treasurer's Report as submitted with a cash on hand balance of \$1,200. Wanda reviewed account balances from last year's events. All ayes. Motion carried.

COMMUNITY MOVIE NIGHT

Attendance at the April 4th movie night was 24; this was the last movie night until fall.

PUBLIC COMMENT:

Mike Kelly addressed the Committee to propose a new event hosting a balloon festival similar to a three-day event held in Waterford WI which is sponsored by their Chamber of Commerce. Events included food and craft vendors, tethered balloon rides, entertainment and a "night balloon glow". John Trione, Lake Geneva Balloon has expressed interest in helping organize an all day event which could be held during July or early August. The ideal location would be Milky Way Park. Wanda suggested working with another local organization to get sufficient manpower. A motion was made by Wanda Marzahl, seconded by Lori Moller authorizing Mike Kelly to further explore the idea. All ayes. Motion carried.

MUD VOLLEYBALL TOURNAMENT - AUGUST 15th, 2015

- A motion was made by Mark Lancaster, seconded by Wanda Marzahl to sanction the approval of the liquor liability insurance quote received from Stahl Insurance in the amount of \$150. All ayes. Motion carried.
- A motion was made by Wanda Marzahl, seconded by Tammy Herrera to sanction the purchase of a banner from First Place Promotions and Awards at a cost of \$162.38. All ayes. Motion carried.
- A motion was made by Wanda Marzahl, seconded by Mark Lancaster to run a ¼ page ad in the August 7th issue of the Harvard Main Line at a cost of \$175.50. All ayes. Motion carried.
- A motion was made by Wanda Marzahl, seconded by Tammy Herrera to approve Mark Lancaster's recommendation to adjust the alcohol purchase to half of last year's purchase. All ayes. Motion carried.
- A motion was made by Wanda Marzahl, seconded by Tammy Herrera to contact Sign Crafters to update the date on the (8) yard signs. All ayes. Motion carried.
- A motion was made by Wanda Marzahl, seconded by Tammy Herrera to approve Mark Lancaster's recommendation to reduce the order to Porta John to 1 handicap and 3 regular porta pots with a handwashing station and grey tank. All ayes. Motion carried.
- Discussed putting up a sign at the event that proceeds will be donated to "Shop with a Cop" program.

FALL FEST - SATURDAY OCTOBER 3rd, 2015

Dave Nelson has offered to chair Fall Fest which will be held on Saturday, October 3rd, 2015. Dave reviewed Tammy's files and has broken down the event into a list of subcommittees to complete the tasks involved and asked committee members to chair one of the subcommittees.

- Entertainment - Tammy said Dave Jack provided sound last year and his contact info was in her file. Last year, Denny Diamond also provided entertainment; Tammy suggested contacting him through his website provided he hasn't moved to Tennessee. Other entertainers last year were the Dance Factory and the cheerleaders.
- Games - Tammy indicated that Sheila Henson chaired the games last year and was also a sponsor.
- Vendors - Lori
- Contests (Pumpkin & Apple Pie) - Tammy thought Jane Siebert may have organized last year. Tammy Hoeflich was in charge of the pumpkin decorating contest.
- 50/50 Raffle - Chuck
- Publicity - Wanda
- Tammy will ask Beth Kelly if she is interested in organizing the craft table for kids and scavenger hunt.

- Discussed having a petting zoo. Dawn indicated that the 4-H may be willing to provide the petting zoo but the extension office requires insurance coverage. The consensus was that the Events Committee would cover the cost of insurance if the 4-H group could bring animals.
- Discussed if Harvard Harmony would be interested in doing the 5K Zombie Run.
- Dave will coordinate putting up the barricades.
- Dave will e-mail the Events Committee in the next couple weeks to get everything organized.

RABBIT SHOW - SATURDAY, OCTOBER 24th, 2015

Dawn and Cheyanne Bihlmaier updated the Committee on the Rabbit Show which will be held in the Moose Pavilion on Saturday, October 24th, 2015.

- Tractor Supply Harvard is a sponsor in the amount of \$350 and Pet Paradise has donated a \$20 gift certificate. Wanda volunteered to make some contacts for \$25 - \$50 sponsorships.
- The 4H group has received permission from the extension office to conduct two fundraisers at McDonald's to help offset costs.

CHRISTMAS IN HARVARD - SATURDAY, DECEMBER 5th, 2015

Mark will chair the parade and Wanda will chair sponsorship. Lori will ask Amy Bittner if she is interested in chairing the Gift Shoppe. Christmas in Harvard will be on next month's agenda to form committees.

- Dawn will ask the 4-H if they are interested in selling food again this year.
- Tammy suggested moving Breakfast with Mrs. Claus downtown and/or to different locations each year.
- Discussed window decorating. Dawn noted that the 4-H decorates posters for the fair according to a specific theme which could be adapted to Christmas in Harvard.

OTHER EVENTS

No discussion.

At 6 pm, moved by Wanda Marzahl, seconded by Mark Lancaster to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary