

EVENTS COMMITTEE MEETING
September 15, 2015 - 5 pm

Chairman Marzahl called the meeting to order at 5:30 p.m. Committee members present: Chuck Marzahl, Lori Moller, Wanda Marzahl, Bill Clow and Mark Lancaster. Committee members Tammy Herrera and Stephanie Freimund were absent. Also present were City Administrator Dave Nelson, Alderman Mike Kelly, John Trione, Jay Schulz and Dawn and Cheyanne Bihlmaier.

PUBLIC COMMENT: NONE

MINUTES OF AUGUST 18th, 2015 – APPROVED

It was moved by Wanda Marzahl, seconded by Bill Clow to approve the Events Committee Meeting Minutes of August 18th, 2015. All ayes. Motion carried.

TREASURER'S REPORT

Wanda reviewed the Treasurer's Report with an ending balance of \$2,490.25. Dave reported that the water bill for the Mud Volleyball Tournament is approximately \$60. Moved by Bill Clow, seconded by Mark Lancaster to accept the Treasurer's Report as submitted. All ayes. Motion carried.

COMMUNITY MOVIE NIGHT

The next movie night is October 3rd, showing *Cinderella*. Jay Schulz reported that the Movie Licensing USA annual fee has increased from \$394 to \$415; School District \$50 also increased fees for use of Jefferson School. Jay asked the Events Committee to consider paying one-half the cost of the license renewal fee. It was moved by Wanda Marzahl, seconded by Lori Moller that the Events Committee pay one-half of the license renewal fee in the amount of \$207.50. All ayes. Motion carried.

HARVARD COMMUNITY EDUCATION FOUNDATION BLACK AND GOLD BALL DONATION REQUEST

Chairman Marzahl reviewed correspondence received from Harvard Community Education Foundation Black and Gold Ball donation request. It was moved by Bill Clow, seconded by Wanda Marzahl to donate a carriage ride for two (adult or child) with Mrs. Claus in the Christmas in Harvard Parade. All ayes. Motion carried.

MUD VOLLEYBALL TOURNAMENT PROCEEDS

The Mud Volleyball Tournament proceeds are approximately \$1,200. It was moved by Mark Lancaster, seconded by Bill Clow to approve a disbursement to the following charities:

- \$200 - Harvard Fire/Rescue Association
- \$500 - McHenry County Police Charities (Shop With A Cop)

All ayes. Motion carried. The consensus was to present the checks to both groups at Harvard Ford. Mark will coordinate a date with Harvard Ford, the HPFD, Chief Krause and Harvard Main Line.

FALL FEST - SATURDAY OCTOBER 3rd, 2015 from 10 am - 2 pm

Dave Nelson updated the Committee on Fall Fest arrangements:

- Entertainment - Harvard Community Radio Station will set up a live feed to broadcast their normal program and conduct interviews.
- Games - Sheila Henson, Brown Bear Daycare will be our main sponsor at \$1,000 and will provide games.
- Petting Zoo - Sponsored by Mayor Nolan. Milk Center 4-H will provide the petting zoo.
- Mike Clingingsmith, Parks & Rec Director, will set up to promote the Parks & Rec Fall programs.
- Vendors - Six vendor applications have been received to date. Ace Hardware will set up outside their store.
- Raffle ticket prices were set at \$1 ea or 6/\$5; day of event an arm's length will be available for \$20.
- Publicity - a ¼ page ad will be placed in the Harvard Main Line on October 2nd. Wanda will contact the Boone County Journal to place an ad on October 2nd. Lori will prepare the backpack mailer which will include both the flyer for Movie Night and Fall Fest; Jay Schulz will distribute the flyers to the schools. Dave is trying to track down the Fall Fest signs so they can be updated; Lori will try to contact Jane Siebert to see if she knows where they're at.
- The Women for Harvard will participate with a Pet Costume Parade/Contest to be held at noon.

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.

Donations:

- Buck Bros. and Cozy Nook - \$50
- Harvard State Bank - \$100
- Tractor Supply - \$350
- Fern and Hearth in Marengo and Pound Bakery are donating raffle baskets.
- Amber is donating the lumber for the show table.
- Pet Paradise is donating a gift certificate for the raffle.
- The Milk Center 4H group has received permission from the extension office to conduct two fundraisers at McDonald's to help offset costs, one was held on August 27th and the next one is September 17th from 5-8 pm.

The ribbons have been ordered and trophies for Reserve and Best of Show will be ordered soon. There will not be any vendors so an Outdoor Market Permit will be unnecessary. There will be two separate raffles, one of which will be a 16+ for various animal giveaways. The 4-H office will email the flyer to surrounding county 4-H groups.

CHRISTMAS IN HARVARD - SATURDAY, DECEMBER 5th, 2015

Subcommittee Reports

Advertising & Marketing (Wanda/Steph)

- Carriage Rides (Wanda)
- Coloring Contest (Bill)
- Craft Show (Tammy/Lori)
- Breakfast with Mrs. Claus (Wanda/Lori) - Joe & Tammy Herrera have expressed interest in hosting which would keep the event on Ayer St. Bill noted some prior complaints when it was held at that location because it's a bar. The Committee discussed whether there would be sufficient room to hold the breakfast on the restaurant side; the general consensus was to have Tammy and Joe make a presentation to the Committee. Also discussed opening it up to other restaurants in town.
- Entertainment - At Mark's inquiry, Bill thought that the Harvard Community Radio could broadcast their program and/or provide background music.
- HFPD (Wanda)
- Kids Crafts
- Parade (Mark Lancaster) - Bill noted that someone will have to submit an application for use of Washington School.
- Raffle (Lori/Tammy)
- Refreshments (Dawn Bihlmaier/4-H) - Dawn said she would still like the 4-H group to provide refreshments again this year but they may scale back from last year depending on whether or not the restaurant inside of Starline will be open.
- Santa's Gift Shoppe (Amy Bittner)
- Sponsorship (Wanda)
- Visit With Santa (Women For Harvard)
- Window Decorating (Steph)

The letter to the City Council for street closures, etc., will remain the same as in the past and will be on the next City Council agenda.

BALLOON FESTIVAL

John Trione, Lake Geneva Balloon Co. presented his proposal and terms/conditions for a three-day balloon festival which will be held Friday, September 2nd thru Sunday, September 4th, 2016 (Labor Day Weekend) with a goal of 10-15 balloonists. Payment to the LGB Co. Balloon Promotions is \$800 per balloonist. Upon execution of a contract, a deposit of \$1,000 would be due by January 1st, 2016; the balance would be due September 2nd, 2016 and would be no less than \$7,000 based upon the number of registered participating balloonists. John related that the critical factor to a successful event is community participation/support to provide volunteer manpower and committee structure to run the event.

- Various committees will need to be set up including crew recruitment and a landowner relations committee which would ascertain where the balloons can land in roughly a 10 mile radius from Milky Way Park.
- John suggested hiring a public address announcer to help entertain and manage crowd expectations, provide education as to what's going on and act as a direct conduit to the crowd in the event of weather related or other emergency situations.

The Committee discussed other activities that could take place during the three day festival:

- radio station would consider sponsoring a battle of the bands
- classic or new car show, flea market, craft show

- Wanda contacted Pat Skinner who is already booked for next Labor Day. Her suggestion was to contact Oakridge Ranch Amusements who have inflatables and food.
- Contact Dacy Airport to coordinate air space and see if they would like to participate with an air show.
- Look for commercial pilots and sell tethered and free flight balloon rides.
- Photo contest
- Taste of Harvard involving restaurants and churches.
- Raffle balloon ride(s)
- Talk to Nancy at Starline to see if there is any interest in hooking up with Starline on some level.

John suggested that the Events Committee create a closed Facebook group to allow for ongoing conversations; Bill indicated he would be able to create the group. John felt that the Events Committee would need to make a decision by the end of the year whether or not to move forward.

OTHER EVENTS: NONE

At 6:40 pm, moved by Wanda Marzahl, seconded by Bill Clow to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary