

EVENTS COMMITTEE MEETING
October 20, 2015 - 5 pm

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

PUBLIC COMMENT: NONE

MINUTES OF SEPTEMBER 15th, 2015 – APPROVED

It was moved by Stephanie Freimund, seconded by Wanda Marzahl to approve the Events Committee Meeting Minutes of September 15, 2015. All ayes. Motion carried.

TREASURER'S REPORT

Wanda reviewed the Treasurer's Report and noted a couple of revisions. The ending cash on hand balance is \$1,547.81. Pending sponsorship for Christmas in Harvard is \$1,890.00. Moved by Lori Moller, seconded by Stephanie Freimund to accept the Treasurer's Report as presented. All ayes. Motion carried.

COMMUNITY MOVIE NIGHT

The next movie night is November 7th, 2015 showing *Inside Out*.

FALL FEST REVIEW

Dave Nelson reviewed his Fall Fest report. The net balance for the event is \$1,163. Dave presented a possible layout for 2016 utilizing the area around City Hall which would accommodate about 37 vendors and suggested hosting the event in July instead of the fall. Moved by Wanda Marzahl, seconded by Stephanie Freimund to authorize payment of Mayor Nolan's sponsorship for the petting zoo to Milk Center 4H in the amount of \$100. All ayes. Motion carried.

RABBIT SHOW - SATURDAY, OCTOBER 24th, 2015

Dawn Bihlmaier updated the Committee on the Rabbit Show which will be held in the Moose Pavilion on Saturday, October 24th, 2015. After discussion, a motion was made by Wanda Marzahl, seconded by Stephanie Freimund that the Events Committee pay the three judges \$125 each to be reimbursed by Milk Center 4H after they have received their sponsorship funds from Tractor Supply. All ayes. Motion carried.

CHRISTMAS IN HARVARD - SATURDAY, DECEMBER 5th, 2015

Chuck updated the Committee on a meeting with Teresa Baber at Starline. The foyer area by the radio station which was used last year for Visit With Santa is unavailable this year due to the opening of the Stanchion Pub. Visit with Santa will be held in the banquet hall with the Gift Shoppe and Craft Show on the end by the side door. The event will close earlier this year at 3 pm.

Subcommittee Reports

- Advertising & Marketing (Wanda/Steph) The consensus was to put a ¼ pg. color ad in the November 6th Harvard Main Line and a smaller ad in the December 4th issue. Wanda will follow through with the Boone County Journal who expressed interest in being a media sponsor.
- Carriage Rides (Wanda) Chuck turned in the invoice from Terry Leonard in amount of \$625 for services from 12:30 to 3 pm.
- Coloring Contest (Bill) Chuck will contact Bill about the status of the coloring contest.
- Craft Show (Tammy/Lori) Lori reported that Tammy is willing to assist with vendor layout at Starline.
- Breakfast with Mrs. Claus (Wanda/Lori) The Committee reviewed Joe & Tammy Herrera's proposal to host Breakfast with Mrs. Claus at their restaurant. After discussion, the general consensus was to host the event at Joe & Tammy's Restaurant. Steph's sister, Heidi, will be Mrs. Claus again this year.
- Entertainment (Steph) The Committee discussed an e-mail from Amy Bittner asking the Committee to consider hiring Kera Redke, KD Squared DJ Service; the cost is \$300 for the day but could be negotiated. Stephanie noted she is working with the schools and the Madrigals are scheduled to perform. Harvard Community Radio was also going to provide music for the day. The general consensus was not to hire additional DJ services.
- HFPD (Wanda) Wanda spoke with Jeremy Adams and the HFPD will have Sparky at the event.
- Kids Crafts - The concensus was to eliminate the crafts due to space constraints.
- Parade (Mark Lancaster) Lori will contact Mark about the parade and submit an application to the school for use of Washington School.

- Raffle (Lori/Tammy) - will sell 50/50 raffle tickets.
- Refreshments (Dawn Bihlmaier/4-H) - Dawn reported that Milk Center 4H will provide refreshments again this year. The pub at Starline doesn't open until 5 pm on Saturdays so they shouldn't conflict with the 4H stand.
- Santa's Gift Shoppe (Amy Bittner)
- Sponsorship (Wanda) Wanda reported on sponsorship to date:

Starline Factory	\$250	Overall Sponsor
RRVBC	\$250	Overall Sponsor
Catty Corp	\$250	Overall Sponsor
Mercy Health	\$600	Carriage Rides
1st National Bank (verbal)	\$ 75	Parade
Brown Bear	\$300	Santa and Coloring Contest
American Family Ins	\$100	Coloring Contest
Hvd Comm Credit Union	\$ 50	Santa's Gift Shoppe
Ulmer Jewelers	\$ 30	Mrs. Claus
Hometown Landscaping	\$ 30	Mrs. Claus
Dr. Hagenbruch	\$ 30	Mrs. Claus

Dawn will talk with her 4H Club to see if they would like to sponsor either the Gift Shoppe or Parade Prizes.
- Visit With Santa (Women For Harvard)
- Window Decorating (Steph) - The consensus was not to continue the Window Decorating Contest.

Chairman Marzahl will call a Special Events Committee Meeting for mid-November if he thinks it's necessary to finalize Christmas in Harvard arrangements.

BALLOON FESTIVAL

- Chairman Marzahl related that a county board member expressed concerns that balloons might scare cows when landing. This could be handled by the land relations committee which will determine where balloons can land.
- The Harvard Rotary has expressed interest in helping should the committee decide to proceed with the event.
- The Events Committee will need to make a decision by the end of the year whether or not to host the balloon festival. If the Events Committee decides to move forward, the contract would need to be approved by the City Council. The consensus was to table the decision until the November meeting.

OTHER EVENTS: NONE

At 6:10 pm, moved by Wanda Marzahl, seconded by Stephanie Freimund to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary