



Agenda  
Village of Arlington Heights  
Special Events Commission  
Commissions Room

November 13, 2019  
6:00 PM

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- A. Approval of September, 2019 Minutes

**IV. REPORTS**

**V. OLD BUSINESS**

- A. Review of Hearts of Gold Nominations
- B. Hearts of Gold Tasks & Timeline

**VI. NEW BUSINESS**

- A. Plans for Tree Lighting Event

**VII. OTHER BUSINESS**

**VIII. ADJOURNMENT**

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**Special Events Commission**  
**11/13/2019**

**Item:** Approval of the September, 2019 Minutes.

**Department:** Village Manager's Office

**ATTACHMENTS:**

| <b>Description</b>         | <b>Type</b> |
|----------------------------|-------------|
| Minutes of September, 2019 | Minutes     |

**Minutes from the Special Events Commission from September 11, 2019, held in the  
Commissions Room of Village Hall, 33 S. Arlington Heights Road**

**Attending** Chairman Laurie Mitchell, Dave Jaffey, Joe Musolino, Steven Fromm, Nancy Forch, Diane Jamieson, Scott Rowader, Chris Fahnoe, Mike Prost, Keri Stanley.

**Absent:** Kevin Seifert, Emma Edmondson.

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Minutes for the August 2019 meeting passed unanimously

It was mentioned that no meeting would be held in October due to Yom Kippur holiday.

**Autumn Harvest Update**

Scarecrows – supplies are in great shape, according to Commissioner Steve Fromm. He said he is working on scarecrows with Commissioner Forch. Winners will be announced at 2:30 p.m. and Commissioner Joe Musolino said he would make the announcements.

Commissioner Musolino said he will reach out for high school volunteers to work the event. The Commission went through their volunteer needs for activities.

It was also mentioned that Commissioner Kevin Seifert will make food coupons for the volunteers and will explain to each vendor how the coupons work.

Commissioner Dave Jaffe will meet up with the pumpkin delivery person and ensure the mini pumpkins are unloaded and placed in the right space. Chairman Laurie Mitchell shared contact info of the pumpkin farmer with Commissioner Jaffe.

For kids' crafts, Commissioners Diane Jamieson and Keri Stanley will check out supplies that are held at Public Works. They believe there is enough since the event was canceled last year.

Chairman Mitchell said that Commissioner Emma Edmondson is all set with food truck vendors, face painters and balloon twisters. She also arranged for the Bookmobile to attend and they will be adding a craft activity. The Park District will supply a tent for them.

Commissioner Scott Rowader said he is all set for the Pumpkin Butcher to do a demonstration and display for the event.

Nancy Kluz, Liaison, said that Public Works staff members would be on hand for setup and during the day for cleanup. The Village's sound system will also be used for the event.

Commissioner Seifert has handled the rental of tables, chairs and tents.

Commissioner Musolino said he had a conversation with Thrown Elements, which wanted to participate in Autumn Harvest, but needed the Commission to pay for costs or would need to charge individuals for items made. Commissioner Musolino said he explained that Autumn Harvest is a family-friendly event and that the Commission would appreciate their participation, but request no charge for the activity. She was interested in doing portraits, which would cost \$300 total for 20 portraits. The Commission did not have the funds available to cover that cost and was looking for a way to work with a business at no charge. It would be something the Commission would have considered further if more than 20 people could participate in the activity.

Monet Studios did say they would come out and do a coloring area by the craft tent and not charge the Commission or individuals. The Commission did favor this idea as an added activity for the kids' crafts area.

### **Tree Lighting Event, November 29, 4 p.m.**

Commissioner Seifert is the chair of the annual Tree Lighting Event. Chairman Mitchell said that Commissioner Seifert is planning to get the Hersey High School Dickens carolers for the Tree Lighting and he is looking to add another element at Harmony Park for the trolley stop. The ice carver will also be located in Harmony Park from 4 – 7 p.m.

Chairman Mitchell said she will work with Metropolis to get carolers for the trolleys.

### **Hearts of Gold, February 15**

Chairman Mitchell said that Rolling Green was not able to reduce any costs on the meal. She said the sentiment of the Commission was to not cut back on the meal served since it's key to having a quality event.

Commissioner Rowader said that one cost cut that could be made is to eliminate the wine at the tables. He said that last year many bottles of wine were left at the end of the event. Chairman Mitchell said she would plan to dissect the costs of Hearts of Gold as the Commission gets closer to planning the event. She said by waiting, there would be a better picture of how sponsorships are going.

### **Spring Sweep**

Commissioner Mike Prost said that the contracts are set for the shredding trucks for the event and that the date is OK with the Racetrack. He said they are still waiting on SWANCC and their availability for the day after Arbor Day for the electronic recycling component.

Having no further business to discuss, the meeting was adjourned at 7:50 p.m.

