



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
33 S. Arlington Heights Rd, AH, IL 60005
August 14, 2019
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of the July 10, 2019 Minutes.

IV. REPORTS

V. OLD BUSINESS

- A. Recap of the Mane Event held August 2, 2019.

VI. NEW BUSINESS

- A. Autumn Harvest Timeline & Tasks Overview
 - Saturday, October 5, 2019, 11 - 3 p.m. @ North School Park
- B. Tree Lighting 2019
 - Friday, November 29 @ North School Park
- C. Hearts of Gold, 2020
- D. Spring Sweep, 2020

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.



Special Events Commission
8/14/2019

Item: Approval of the July, 2019 Minutes

Department: Village Manager

ATTACHMENTS:

Description	Type
July 10, 2019 Minutes	Minutes

Minutes from the Special Events Commission from July 10, 2019, held in the Commissions Room of Village Hall, 33 S. Arlington Heights Road

Attending Chairman Laurie Mitchell, Joe Musolino, Steven Fromm, Kevin Seifert, Diane Jamieson, Scott Rowader, Chris Fahnoe, Nancy Forch, Emma Edmondson, Mike Prost, Keri Stanley.

Also Attending: Robin Ward, In-House Counsel

Chairman Laurie Mitchell welcomed new Commissioner, Keri Stanley.

Mane Event – Shared Sponsorship Agreement

The Commission reviewed the final version of the Mane-Taste shared sponsorship agreement.

Commissioner Scott Rowader moved to accept the sponsorship agreement. Commissioner Mike Prost seconded the motion.

Having no further discussion on the matter, the Commission voted in favor of accepting the agreement. Commissioner Kevin Seifert abstained.

The Commission thanked Robin Ward, In-House Counsel, for her leadership and efforts in creating the agreement between the Village and Arlington Heights Chamber of Commerce.

Mane Event Update

The Commission reviewed the task list for Mane Event. Commissioner Joe Musolino is chair of the Mane Event.

Staff Liaison Nancy Kluz reminded the Commission to arrive early since there is a lot of set-up with the information booth and putting the small high-top tables out on the footprint. She added that Commissioner Rowader and she would be on site on Friday prior to the event to ensure the booths, tables and chairs ordered by the Commission

Kluz also said that the Village staff events committee, which meets to discuss the details of community events, met with the Chamber to discuss the setup of the Mane and Taste of Arlington Heights. She said the Chamber asked if the Commission would take steps to stop food and alcohol from coming into the event. She said it was agreed at the staff meeting that the Commission would take steps to educate the public on not bringing food or alcohol into the events. The education process will take place via signage and social media posts.

The Commission was not comfortable with taking steps to confiscate food and alcohol and suggested that if the group agrees to “no food, no alcohol brought into the event,” for the future, they suggest the Police do any confiscation, not the marshals. Commissioner Siefert said he does not see confiscation of food and alcohol the role of the Commission. He said that the Police would need to be involved in that measure. As mentioned for this year, Commissioner Siefert said the marshals should simply say to patrons that we ask you to not bring any food or drink into the event area.

This year, the Commission will evaluate how things go with bringing in food and alcohol. They will evaluate next year what type of policy, if any, they choose to enforce for 2020.

Liaison Kluz also said the Chamber requested that the Commission educate the public on not saving a space for the concert hours prior to the events. She added that there would be education through press and social media on not setting up your blankets/chairs in Harmony Park prior to the concert. She indicated this is hard to manage since the public is used to doing this for Sounds of Summer concerts and other events held in throughout the Village. The Commission will need to evaluate for next year what it would like to do regarding the no setup early rule as well as the no food and alcohol rule.

Commissioner Diane Jamieson said that she is still working on getting more marshals for the event. She said the Commission learned that there are more entrances/exits to staff this year over last year. She said that last year, several entrances/exits were closed after the first shift of marshals, such as the one by the back of Salsa 17. She wonders if any exit points will be closed mid-way through the event this year.

Liaison Kluz said the locations of marshals was established by the Police Department and that last year the Commission did not have enough. She did not recall any entrances/exits closed last year.

Commissioner Jamison said it's very difficult to find enough volunteers for marshals, especially the late shift. She is trying to find 2 people per location. She asked the commissioners to ask friends and family if anyone has an interest in begin a marshal the Mane Event.

The Commission discussed the rental order. Commissioner Edmondson said that the balloon twisters and face painters could be split up and share one 10x10 tent. There will be a balloon twister and face painter in one tent on the west end of Campbell and another set under a tent on the south end of Vail.

The Commission also discussed the bands' arrival and the stage, sound vendor. Commissioner Chris Fahnoe and Commissioner Musolino are working with the bands and the stage contractor. Liaison Kluz said bands would be able to unload equipment by traveling north up the alley behind Dunton Tower and after unloading, they will have reserved parking on the first level of the Vail Garage. There will be a sign on Sigwalt Street directing people to the load-in zone.

Commissioner Dave Jaffe said he would make sure to get the map from the Chamber regarding booth locations. It was explained that each marshal should have a map as well as have one at the Commission's booth. The map is helpful to guide people who come into the event wondering where a specific vendor is located.

Autumn Harvest Tasks

Autumn Harvest will be held in Harmony Park on Saturday, October 5, 11 – 3 p.m.

Commissioner Rowader asked if the Commission would like to have the pumpkin carver at the event. The group was in favor.

The hay wagon and petting zoo is already booked for the event. Liaison Kluz said she would talk to him about straw as well.

The food vendors are also booked.

Chairman Mitchell said she would reach out to the pumpkin farmer again.

- Event Chair – Steve Fromm
- Nancy Froch – scarecrow
- Mike Prost – hayride and petting zoo
- Joe Musolino – reach out for volunteers
 - *Emma Edmondson will ask Steve Neill, of the Park District, if his son's Boy Scout group will be able to volunteer at the event as they did two years ago.
- Keri Stanley & Diane Jamieson – kids craft area
 - *It was mentioned that many of the craft items should be purchased since the event was rained out last year. The two will check craft supplies that are located at Public Works
- Emma Edmondson – will arrange entertainment. She said she has arrangements with School of Rock, Vibe Dance and Gary Kantor. She will also get face painters and balloon twisters.
- Emma Edmondson will ask the Bookmobile to attend and set up their craft area where kids make pins, etc.
 - * It was also mentioned that in the past the Commission did have a middle school, Thomas or South perform at the event.
- Emma Edmondson will arrange for food truck vendors
- Nancy Kluz will request Public Works sound system, music, workers and order a dumpster.

Commissioner Fromm said they should reach out to see if the bookmobile would like to participate in the event and if the Historical Society wants to have their historical games.

He reminded the Commission that this event is one where no vendors participate in selling anything. Commissioner Rowader said that Thrown Elements requested to participate in Autumn Harvest. He did explain that the Commission does not have any vendors that charge at an event. He said she would probably request to attend, which may not be a bad idea if she has a craft activity and does not charge anything. Commissioner Rowader said that she would send him information if she continues to pursue interest in the event.

Tree Lighting, November 29, 5- 8 p.m.

Commissioner Kevin Seifert is the chair of the Tree Lighting event.

Commissioner Fromm said he looked into the Trolley ordered last year and found out it was quite expensive compared to last year's cost.

He showed pictures of a cheaper, different trolley company that he would like to work with for the event. He said the concern is that the trolleys do not look similar to what they have had in the past at Tree Lighting. The commissioners reviewed the trolleys and said they would work fine. He will order two trolleys for three hours, 4 – 7 p.m. This is one hour less than last year since the Commission believed the trolleys ran for too long in the past.

Commissioner Rowader said activities at the Museum last year were lackluster. He said there was a good plan for activities for a trolley stop, but it was not executed. He is wondering if there was another trolley stop that would provide more activity. He said there is not enough to do at the Museum to keep people there very long and as a result, many people don't get off the trolley since it does not look like an inviting stop.

There was conversation that more could be done at Harmony Park. The Commission has had the ice carver in the past, but there could be something more added there. The concern is that the trolley will then only have two stops.

It was also mentioned that the Commission could see if the Library may be open to doing an activity. It's not certain if the Library is open to the public on the night of Tree Lighting.

There was talk about having a Santa at the Museum or Harmony Park. Liaison Kluz said that having a Santa is Ok if you have enough volunteers to manage the lines and usually Santa does not want to be outside in the elements. There also was discussion that the Commission needs to consider timing if there is a Santa, which could mean long lines and waiting. Would there be a steady flow of people taking the trolleys to the Santa location as well as the next trolley stops – or is there concern that lines will be backed up.

Chairman Mitchell said further detail about Tree Lighting can be discussed at future meetings. It was also mentioned that commissioners should continue to consider alternatives for other trolley stops.

Having no further business to discuss, the meeting was adjourned at 8:12 p.m.