



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room 2nd Floor

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
June 11, 2014
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes from the Meeting of May 14, 2014

IV. REPORTS

V. OLD BUSINESS

- A. Fourth of July Parade Float
- B. Vendors for Spring Sweep, 2015

VI. NEW BUSINESS

- A. Mane Event

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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Item: Minutes of the May 14, 2014 Meeting

Department: Village Manager's Office

ATTACHMENTS:

Description

Minutes of the May 14, 2014 Meeting

Type

[Minutes](#)

**Minutes of the Special Events Meeting held May 14, 2014 in the Commissions Room of
Village Hall, 33 S. Arlington Heights Road**

Attendance: Matt Ottaviano, Mike Prost, Claudia Starck, Neil Scheufler, Chris Fahnoe, Joe Musolino, Colleen Engle

Absent: Steve Fromm, Kevin Seifert, Amy Mazurowski, Colin Gilbert, Laura Oberg

In the absence of Chairman Steve Fromm, Commissioner Matt Ottaviano was asked by the Chairman to serve as Pro-Tem for the May 14, 2014 meeting.

Approval of Minutes

Commissioner Neil Scheufler made a motion, seconded by Commissioner Claudia Starck, to approve the minutes of March 12, 2014 and April 9, 2014. Motion passed unanimously.

Recap on Spring Sweep Event

Commissioner Mike Prost reported that the shredding vendor at the Spring Sweep event had much more shredding to do than his truck could handle during the hours of the event. Due to the extra 3.5 hours additional shredding hours held in addition to the on-site shredding, he has an invoice of \$525.

Commissioner Prost said the vendor actually spent about five additional hours handling the shredding but he is only charging for 3.5 hours.

Commissioner Starck made a motion, seconded by Commissioner Prost, to pay the vendor the extra \$525 and to thank him for his work at the event. The motion passed unanimously.

The Commission discussed the great success of the event and said it is necessary to book a larger shredding truck for the next year since a smaller one clearly cannot effectively accommodate the large crowds that bring items to be shredded. Commissioner Prost said he will book a larger shredding truck for the 2015 event in the hopes that all shredding can be completed on site during the timeframe of the event. The Spring Sweep event for 2015 is April 24.

Commissioner Starck said consideration should be given to having two smaller trucks on site. She said this way there can be two lines for shredding – with one truck, people have to wait until shredding is complete before they can bring their items forward. She said it would be worthwhile to check out costs and compare the efficiency of two smaller trucks, which may not shred as quickly, and one large shredding truck which has a larger shredder that can go quicker.

Several commissioners said they are aware of shredding companies used by their work sites and anyone with a recommendation of a company that can provide a quote should pass on the information to Commissioner Prost.

Again, due to the large crowds attending this year's event, Commissioner Scheufler believes a larger electronics truck should be provided at the event. He said the previous year the truck was larger. Commissioner Prost said the electronic recycling is coordinated through SWEANCC's vendor and that he

will make sure to notify SWANCC (Solid Waste Agency of Northern Cook County) of the concern regarding a smaller truck. He said the company used this year was a new vendor with SWANCC.

It was also mentioned that next year the Commission needs to find shredding and electronics vendors that will take the boxes brought on site that hold documents to be shredded or electronics being delivered for recycling.

The conclusion of the Commission is that this event, the newest one of the Commission, is beginning to take off and that they had an impressive crowd at this year's event. It was also mentioned that the advertising worked well to get the message out about the event and the traffic flow on site was also much improved.

Hearts of Gold Venue for 2015

Commissioners Scheufler, Starck and Chris Fahnoe reviewed various locations for the 2015 Hearts of Gold awards dinner. The Commissioners took into consideration the accommodations of venues and also attendance requirements. They determined that Rolling Green could offer them a great meal price and it would be a new attractive venue for the event. The event will be held on February 25, 2015.

Commissioner Fahnoe moved, seconded by Commissioner Scheufler, to change the venue of the 2015 Hearts of Gold awards dinner to Rolling Green. The motion passed unanimously.

It was mentioned the Rolling Green will work with the Commission on a menu for the event and that the meal, along with a service charge could bring the cost of the meal to \$50, The Commission discussed at a previous meeting that it may be time to raise the per person reservation price to \$60 to accommodate the meal, music, flowers and awards provided for the evening.

Fourth of July Parade Float

Commissioner Fahnoe shared with the Commission his idea of how the Special Events float for the Fourth of July parade could be re-made. The old float designed is falling apart and in need of major repair and/or a remake.

His idea involved using fence posts on a float bed and stringing between the posts various banners for the year's events. These banners could be re-used at the events.

Commissioner Stark mentioned there are many tall "teardrop" shaped flags that you can see announcing an opening etc. and maybe those could be used. However, it was mentioned they are quite expensive and sometimes not that visible if windy.

Liaison Nancy Kluz reminded the Commission that 6 nice sandwich board display signs the can include a professionally designed poster were recently purchased by the Commission, but may not be visible enough on a float.

She also mentioned that the "commodities" line item in the Commission's budget, which includes money for float materials is only \$100. It was added that since if banners were purchased and used at the events it may be possible to purchase the banners from the various funds for the specific annual events.

It was concluded that the discussion of purchasing new float materials should be discussed when more commissioners are in attendance.

Other Business

Commissioner Colleen Engle shared with the commissioners various designs that she had for event shirts to be worn by commissioners at all of the annual events. The group decided on one embroidered design that will be placed on the shirts, which should be first worn at the July Fourth parade.

Having no further business to discuss the meeting was adjourned at 7:55 p.m.