



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
May 13, 2015
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the April 8, 2015

IV. REPORTS

V. OLD BUSINESS

- A. Recap of the Spring Sweep event held on April 25, 2015.

VI. NEW BUSINESS

- A. Discussion of plans for the Mane Event, 2015
- B. Discussion of new parade float and participation in July 4th Parade

VII. OTHER BUSINESS

- A. Updates on Upcoming Events scheduled in 2015.

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.



Item: Special Events Commission Minutes of April 8, 2015

Department: Village Manager's Office

ATTACHMENTS:

Description

April 8, 2015 Minutes of the Special
Events Commission

Type

Minutes

Minutes of the Special Events Commission meeting held on **Wednesday, April 8, 2015**, in the Siegel Room located on the third floor of Village Hall, 33 S. Arlington Heights Road.

Attendance: Steve Fromm, Kevin Seifert, Claudia Starck, Chris Fahnoe, Katie Newport, Colin Gilbert, Joe Musolino, Matt Ottaviano, Colleen Engle.

Absent: Claudia Starck, Neil Scheufler, Amy Mazurowski

Chairman Steve Fromm asked if there was any commissioner who would like to serve as an ex-officio member of the Arlington Economic Alliance. He explained that Commissioner Scheufler has had this role for a while. The Economic Alliance has several ex-officio members as a part of their Commission. The added members provide them with information about the opportunities being provided to showcase Village businesses.

Commissioner Matt Ottaviano volunteered to fill the ex-officio role. Chairman Fromm will inform the Alliance regarding the change.

Approval of Minutes

Minutes from the previous meeting were approved.

Spring Sweep Event for 2015

Commissioner Mike Prost confirmed that there will be two shredding trucks at the event. He said he was also told by SWANCC (Solid Waste Agency of Northern Cook County) that they will have a full crew working the event. There were concerns last year that there was not enough help at the electronics drop-off area, which caused things to back up and for commissioners to assist with unloading.

It's important to note that because of SWANCC's involvement, residents from all northern Cook County communities are able to drop off electronics on site.

He added that the electronics recycling truck will be a large truck and that the shredding trucks will be able to shred boxes that contain the documents brought to the site.

The Commission plans to have handouts provided by SWANCC that will list where people can bring their household chemical wastes and cans of unused latex paint.

The document shredders on site will be sponsored by Village Bank & Trust. The Village will pay for the shredders and then invoice the bank for their sponsorship.

Commissioners Prost and Ottaviano will work on a layout plan at the Nokia site. Their plan is to allow for longer lines of vehicles in the lot to avoid back-up problems on the frontage road. They believe a change in the layout will be beneficial.

Liaison Nancy Kluz will take care of the porta potty rental and getting a Public Works employee to be on hand with a forklift truck (to load electronics), barricades and cones (to use for lane markings and signage.)

Fourth of July Float

Commissioner Colin Gilbert said he would like to change the format of the float. He said he is thinking of a banner with the logo and list of the Commission's events. He said in order to fund the change-up of the float, he was wondering if the Commission would be OK with not ordering pencil giveaways and instead handing out something that would give dates of events, like magnets. He also said if the pencils are real popular, we could order less of them and have two types of handouts.

The Commission liked the idea. They believe the pencils are unique and seemed to be popular, but they are expensive. The goal of the Commission is to use the parade as an opportunity to get the word out on events in whatever format is effective. Commissioner Gilbert said he will look further into the pricing of magnets as handouts.

Mane Event

Chairman Fromm said he and Commissioners Neil Scheufler and Chris Fahnoe met with Arlington Park to discuss the Mane Event. One of the goals of the meeting is to start planning earlier and learning the level of interest of the Park. Chairman Fromm explained that this event has been the kick-off to the Million Week at the Racetrack and that over the past several years there seems to have been a disconnect with that.

The group is discussing whether the therapy ponies that were at Mane Event last year plan to attend again. Also discussed is that the Racetrack would like stage time between the performances of the bands. The Racetrack does want the Jumbotron back to show Racetrack highlights and promotions of the Arlington Million. The group also discussed whether the Racetrack would like to be a sponsor of Mane Event as they have been for many years in the past. A request for sponsorship has been provided to the Racetrack officials and the Commission is awaiting a response.

The group will be meeting soon again for updates on previous matters discussed.

Having no further business to discuss, the meeting was adjourned at 7:45 pm.