

Minutes
Holiday in the Park Meeting
December 2, 2014

Committee Meeting was brought to order at 11:01 am by Michael Tennis, Vice-Chairman for Holiday in the Park. He thanked all Committee Members and Staff for attending.

Meeting was attended by: Michael Tennis, Betty King, Earl Mack, Melinda Kukurich, Chris Walters and John Beemer.

Parks and Recreation staff attendance: Jeanie Wheeler, George Cheatham, Billie Whipp and Keith Neitzke.

Visitors: Karl and Carol Douglas.

Secretary – Minutes were not presented at this time.

Other Business not presented on the Agenda: Tennis welcomed the Douglas's, parents of Daniel Carson that would be volunteering for the New Year's Eve Celebration. He also added that John Beemer had agreed to be the Entertainment Coordinator.

NEW BUSINESS:

1. **Review and consider any and all final preparations for the New Year's Eve Family Celebration for December 31, 2014.**

Chairman Tennis presented this item for discussion;

Betty King again reminded the committee that the Elgin 4-H Club will not be able to do the concession on New Year's Eve. She also commended the Douglas's for their daughter, Danielle, willing participation.

Jeanie Wheeler informed that she had the invoice prepared for the fireworks for New Year's Eve from King Fireworks and it is for \$1,000.00. She reviewed the rest of the preparations and noted that John Beemer would be coordinating the festivities for the evening as she would be out of town that evening. She also advised that John Beemer would be organizing the Elgin Demolays to do the Holiday House for the evening.

MOTION by King; SECOND by Walters to approve the purchase of the fireworks for the New Year's Eve Celebration not to exceed \$1,000.00 from King Fireworks. Motion was approved by voice acclamation of the members.

Sound equipment was discussed and a motion was made.

MOTION by Mack; SECOND by King to approve the purchase for rental of sound equipment from 10:30 to 11:30 pm not to exceed \$200.00. Motion was approved by voice acclamation of the members.

Melinda Kukurich informed the members that John Beemer had Ciera MacKenzie agree to perform for the New Year's Eve Celebration.

Wheeler noted that the chairs that were used last year around 50 chairs and the green stages would be needed for the New Year's Eve Celebration.

2. Review and consider any plans for the Parks and Recreation Employee Appreciation.

Tenis asked for discussion and ideas concerning this event.

Wheeler explained that in the past that Holiday in the Park has assisted the former Parks and Recreation Director in the annual employee appreciation dinner held the first part of January to thank the Parks and Recreation employees for all they do to assist with Holiday in the Park preparations each and every year.

Billie Whipp stated that the appreciation could be just for the Parks and Ground employees. Betty King reminded the members of all the detail the Department pays attention to in the HIP events like it would have cost \$1,000 to replace the lollipops in the basket display if the Parks and Grounds employees had not taken the time to diligently find them.

Tenis asked the board to be aware of the funding that would be needed to make the appreciation successful.

Wheeler noted that if a date would be set, she would get the City Hall Banquet Room reserved.

King volunteered to go about getting door prizes and gift cards for the Parks and Grounds employees as in the past.

It was the consensus of the Committee members to set January 8, 2015 as the date to sponsor the Parks and Recreation Department Appreciation.

Committee Reports:

- a. Lighting Sponsorship Coordinator – Betty King – reported that several flood lights were out on the light displays and the motorcycle display had not worked for the parade.
- b. Parade Coordinator – Melinda Kukurich – reported that the parade showed a great outcome with many lining Second Street going into the park. She added that there ended up being 56 entries and the only problem was on the other end of letting entries that entered the Auditorium parking lot go before the parade ended. Small but important issues. Keith Neitzke commented that unless someone was wearing a badge the people entering the park did not observe traffic directions. Suggested the possibility of hiring security for traffic control.
- c. Holiday House Coordinator – Debbie Tretter – King reported that 4-H Elgin staffed the concession and there was 743.50 taken in for the night and approximately 319.00 spent on supplies for Parade night.
- d. Donation House Coordinators – Betty King and Chris Walters. King reported that the donation house only took in 200.00 and she felt both the Holiday House and the Donation House suffered on intake because traditionally Parade night is the best night of collection for both and because with the new route the spectators stayed on 2nd Street and did not come into the park to participate. We need

to think about activities prior to the parade that places more people in the park. Comments were made by several Committee members as to fundraising efforts and grant seeking efforts that needed to be made.

It was also the consensus of the Committee members that new padlocks needed to be replaced for the Donation boxes.

Chris Walters asked that the Committee approve a heater for the Donation House so the volunteers for Donation House would have a warm place to get in out of the cold. He said a heater would cost 100.00 for the small house.

MOTION by King; SECOND by Tennis to approve funding a heater for the Donation House not to exceed \$100 dollars. By voice acclamation the vote was unanimous to approve 100.00 in funding allocation for the heater for the Donation House.

e. Entertainment Coordinator – In the absence of an Entertainment Coordinator a motion was called to approve the following:

MOTION by King; SECOND by Tennis to approve John Beemer as the new Entertainment Coordinator. By voice acclamation the vote was unanimous to approve John Beemer as the Entertainment Coordinator.

f. Marketing Coordinator – Brian Toth – no report and it was noted that he had not been at the meeting in quite awhile. A motion was called concerning this vacancy.

MOTION by King; SECOND by Tennis to approve removing Brian Toth as the Marketing Coordinator. By voice acclamation the vote was unanimous to approve John Beemer as the Marketing Coordinator.

g. Facebook Coordinator – Penny Rich – Wheeler will ask her to put the flyer on Facebook for the New Year's Family Celebration.

Staff Reports: None at this time.

No other business or discussion was entered in at this time. Next meeting would be Tuesday, December 9, 2015 posted by the Jeanie Wheeler by email. The meeting was adjourned at 11:55 am.

RESPECTIVELY SUBMITTED
MICHAEL TENIS, VICE-CHAIRMAN
HOLIDAY IN THE PARK