

**MINUTES  
FAMILY DAYS COMMISSION  
May 7, 2018**

The Family Days Commission met in the Community Conference Room of the Village Hall at 4:00 p.m. on Monday, May 7, 2018. In attendance were:

Present:

John Coughenour	Angie Butera	Michele Edelmuth
Judy Geuder	Barry Gray	

Others Present:

Justin Keenan, Staff Liaison  
Dan Busscher, Public Works Superintendent  
Ray Larson, Deputy Fire Chief  
Jay Zahn, Director of Parks  
Tom Keane, Deputy Police Chief  
Brian Budny, Police Commander

**Minutes**

Commissioner Gray made a motion to approve the April 23, 2018, minutes and Commissioner Geuder seconded the motion. The motion passed unanimously.

**Public Comment**

There were no comments from the public.

**New Business**

Staff Liaison Keenan presented post card designs to the Commission. After reviewing them, the Commission agreed on one and requested that Keenan send back edits to the graphic designer. Keenan will send out the final design when he receives the updated version.

**Old Business**

**Parade Grand Marshal**

Commissioner Geuder reported to the Commission that she is in contact with two possible Parade Marshals. She will report to the Commission when one is selected.

**Committee Reports**

**a. Bike Parade**

Commissioner Butera relayed to the Commission that everything is organized and ready for the event. Butera also mentioned that Erik's Bike Shop has agreed to become a sponsor this year. Additionally, Butera asked Liaison Keenan to update the Bike Parade time on the post card to 9am – 9:30am. Keenan and Butera will also work with businesses that will be impacted when the Rosemary Terrace parking lot is closed for the event.

**b. Dog Show**

No Report

**c. Flower Show**

No Report

**d. Poster Contest**

No Report

**e. Optimist Sale**

Commissioner Edelmuth informed the Commission that she had talked to First Midwest Bank to discuss credit card machines for both Family Days and the Optimist Club. Staff Liaison Keenan relayed to the Commission that he had discussed using credit card machines for Family Days with the Finance Department and unfortunately, it cannot be accomplished at this time due to liability issues.

Edelmuth also requested a banner that says “Cash Only” that could be placed near the ticket sales booth. Keenan stated he would purchase a banner for the event.

**f. Parade**

Commissioner Geuder reported to the Commission that she has signed up all of her paid vendors. Additionally, she expects around 80 paying groups to sign up.

Commissioner Geuder, Staff Liaison Keenan and Deputy Chief Tom Keane informed the group that the Deerfield Road lane closure has been changed. In past years, one lane was open for both east and west bound traffic. For safety reasons, 3 lanes of Deerfield Road will be closed and only one west bound lane of traffic will be open. Therefore, participants will be able to be on Deerfield Rd. after the detour goes into effect at 11am.

**g. Rotary Race**

Commissioner Gray communicated to the Commission that he is working with Staff Liaison Keenan to finalize the CARA certification. Gray also confirmed an ambulance would be on-call during the race with Deputy Chief Larson. Commander Budny confirmed that bike officers would be onsite by 7:30am.

Commissioner Gray also planned to set a meeting time with Director of Parks Zahn on Tuesday, July 3<sup>rd</sup> to mark the race route.

**h. Bazaar (Arts/Crafts)**

Staff Liaison Keenan informed that Commission that he is working with the Chamber of Commerce on advertising the event. As of today, 4 applications have been received.

**i. Entertainment/rides, etc.**

Commissioner Butera informed the Commission that not including Energy Productions and Four Seasons Amusements in the brochure as sponsors will not be a problem. Four Seasons will however, be included on the Rotary Race t-shirt.

**j. Port-O-Let Rentals**

Staff Liaison Keenan informed the Commission that he discussed the port-o-let rental contract with Waste Management and they agreed to reduce their price by \$250. This reduced the total cost to \$3,000. Commissioner Geuder motioned to award the contract to Waste Management and Commissioner Gray seconded the motion. The motion passed unanimously.

**k. Fireworks**

Staff Liaison Keenan informed the Commission that the fireworks contract has been signed.

**l. Food Vendors**

Commissioner Coughenour updated the group that Judy's Pizza, City BBQ, the Tiki Hut and the Ice Cream vendor have all submitted their applications. He is still waiting on applications from McAllister's and Nothing Bundt Cakes. Coughenour will also visit DogOut in Bannockburn to present them with an application.

**Fire Department**

Deputy Chief Larson gave an update to the Commission on behalf of Fire Marshal Brian McCarthy who could not attend the meeting. Larson relayed that the Fire Department will be working with the Police Department on the incident action plan. Furthermore, an on-call ambulance will be on site during the Rotary Race.

Larson asked Liaison Keenan to request the fireworks permit be sent as soon as possible to Fire Marshal McCarthy from Mad Bomber Fireworks. Additionally, McCarthy would like the food vendor layout for July 3<sup>rd</sup> and 4<sup>th</sup>, and a list of which vendors will be using open flames to cook. Keenan will gather this information and promptly send it over to McCarthy.

**Police Department**

Commander Budny confirmed that the Police Department will be working with Fire Department on the incident action plan. Budny informed the group that he planned to schedule the emergency planning meeting earlier on July 3<sup>rd</sup> to ensure that all departments can be represented. The group will settle on a time closer to the event. Additionally, Budny confirmed to Commissioner Geuder, that the police roll-call meeting will be earlier to ensure that the parade road closures can begin promptly at 11am.

**Park District**

Director of Parks Zahn informed the Commission that the Park District is preparing for the event. Zahn asked Public Works Superintendent Dan Busscher if he could order more garbage cans for the event, and Busscher agreed. He also confirmed that 10 barricades would be delivered for the bike parade and 100 cones with stakes would be dropped off at the Deerspring Pool for the parade. Additionally, Zahn and Liaison Keenan planned to meet before July 3<sup>rd</sup> to plan the layout for the Bazaar and food vendors.

**Additional Items for Consideration**

Commissioner Butera reminded the group to find volunteers to control the Jewett Park parking lot. Liaison Keenan agreed to work with the commissioners to find volunteers.

**Next Meeting Dates**

June 4, 2018

**Adjournment**

Commissioner Gray motioned to adjourn. Commissioner Geuder seconded the motion. The motion passed unanimously. The meeting adjourned at 4:55p.m.

Respectfully submitted,  
Justin Keenan, Assistant to the Director of Public Works