

AGENDA

MUNDELEIN COMMUNITY DAYS COMMISSION MEETING

July 18, 2024 - 8:00 AM
Village Hall - Room 101
300 Plaza Circle, Mundelein, IL 60060

- I. CALL TO ORDER
- II. ATTENDANCE
- III. MINUTES APPROVAL
 - A. Approval of the June 20, 2024 Minutes
- IV. PUBLIC COMMENTARY
- V. 2024 MUNDELEIN DAYS WRAP UP
 - A. Police, Fire, PW&E Update
 - B. Layout
 - C. Budget
 - D. Sponsorship
 - E. Fireworks
 - F. Parade
 - G. Carnival
 - H. Pageant
 - I. Music
 - J. Munch / Food Vendors
 - K. Beer Booth

L. Special Events

M. Comments

VI. CONCERTS IN THE PARK

VII. NEW BUSINESS

VIII. ADJOURNMENT

IX. NEXT MEETING - AUGUST 15, 2024

The Village of Mundelein, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions about the accessibility of the meeting or facilities, to contact the ADA Coordinator at 847-949-3200 to allow the Village to arrange accommodations for those persons.

CALL TO ORDER

The Mundelein Community Days Commission meeting was held on June 20, 2024 at 300 Plaza Circle, Mundelein. Chairperson Frasier called the meeting to order at 8:00 AM.

ATTENDANCE

Chairperson Frasier took the roll call. It indicated as follows:

Board Attendance

PRESENT: Chairperson Fraiser, Commissioner Biegel, Commissioner Ditanto, Commissioner Salski, Commissioner Newby, Commissioner Quaiyoom

Village Attendance

PRESENT: Village Liaison Kelsey Langelier, Police Commander Brian Kisselburg, Public Works & Engineering Supervisor Adam Schmidt, Fire Chief Bill Lark, Deputy Fire Chief Jeremy Lockwood

MINUTES APPROVAL

Approval of the May 16, 2024 Minutes

Motion to approve the Minutes from the May 16, 2024 Mundelein Community Days Commission Meeting.

RESULT:	[Yes 6, No 0, Abstained 0]
MOVER:	Commissioner Karrie Newby
SECONDER:	Commissioner Shah Quaiyoom
AYES:	Chairperson Wally Frasier, Commissioner Virginia Biegel, Commissioner Laura Ditanto, Commissioner Ron Salski
NAYS:	None
ABSTAIN:	None

PUBLIC COMMENTARY

There was no public commentary.

2024 MUNDELEIN DAYS PLANNING

Liaison Langelier announced Mr. McGovern's resignation from the Commission.

Layout

Supervisor Schmidt said that setup was ahead of schedule. Deputy Chief Lockwood said the CERT schedule was nearly complete. Liaison Langelier confirmed there will be electricity at the CERT tent and explained that handicap parking was available along Crystal St. and the Rogan's lot. Liaison Langelier said CERT volunteers may contact a Public Works employee if they need transportation. The Fire Department will setup grills on the pavement near the food vendors to avoid driving on the grass during the pancake breakfast.

Budget

There was no report.

Sponsorship

Commissioner Newby said that \$77,700 in donations have been received. The mailer was proofed and will be mailed out soon. All signage has been approved and is in production. Sponsors are booking times for the promo tent. Food and volunteers are confirmed for the Sponsor tent.

Fireworks

Liaison Langelier said the fireworks permit will be approved on July 1 and confirmed the same company and lead technician as last year will be onsite. Public Works staff will close the path around the pond for the fireworks and work with the Police to monitor the launch zone perimeter.

Parade

Commissioner Ditanto will meet with Ms. Schafernak to review the parade lineup. Upon finalization of the lineup, Public Works will gather cones and lath. Liaison Langelier has staple guns and will laminate unit numbers. Commissioner Ditanto reviewed unit staging logistics for non-motorized/dropoff units, which will enter from Hawley Street and exit through the north parking lot to Midlothian Road.

Carnival

Chairperson Frasier is working with Skinners to get a ride layout. The Commission requested that no loud and bright rides be placed on the Santa Maria parking lot to avoid competition with the stage and music.

Pageant

Commissioner Biegal said 23 contestants are competing. The High School confirmed there is no charge for volunteer staff. Commissioner Biegal explained a contract

revision is needed after concerns over who is responsible for purchasing certain items related to a received donation. Additional in-kind sponsors will be added to the pageant sign.

Music

Commissioner Quaiyoom is working with the bands to ensure they understand the new location and parking. Liaison Langelier will get parking passes for the bands and provide "Authorized Access Only" signs at the Courtland backstage access. Liaison Langelier has fans and squeegees ready for the stage.

Munch / Food Vendors

Liaison Langelier explained Lucky Bites backed out and the Commission voted to give the extra spot to Los Magueyes. The Munch vendor meeting was held on Tuesday and went well.

Beer Booth

Public Works supervisors will be oversee the beer booth if Liaison Langelier is not present. A staff list will be sent to Village staff and the Commission.

Special Events

The Commission agreed to allow the butterfly release vendor to sell butterfly chrysalis during her event.

Comments

Public Works will place a message board at Midlothian and Wrens Gate for the 5k. Signs will also be placed on Hawley St for the parade and on Seymour Ave for the road closure.

CONCERTS IN THE PARK

Commissioner Salski discussed the need for a port-o-potty at the concerts next year. Fencing for the Kracklauer Park project is going up this week. Commissioner Salski suggested relocating a memorial tree to the Santa Maria meadow in lieu of a tree that is dying. Mr. Quaiyoom confirmed he will attend the concert on July 14. A food truck has been attending the concerts on a regular basis.

MEMORIAL DAY PARADE

The Commission agreed the Memorial Day Parade was successful despite unexpected construction on Plaza Circle. Chairperson Frasier agreed on behalf of the American Legion.

NEW BUSINESS

There was no new business.

ADJOURNMENT

Motion to adjourn the Mundelein Community Days Commission. The meeting was adjourned at 8:45 AM.

RESULT:	[Yes 6, No 0, Abstained 0]
MOVER:	Commissioner Karrie Newby
SECONDER:	Commissioner Shah Quaiyoom
AYES:	Chairperson Wally Frasier, Commissioner Virginia Biegel, Commissioner Laura Ditanto, Commissioner Ron Salski
NAYS:	None
ABSTAIN:	None

Wallace Fraiser, Chairman

NEXT MEETING - July 18, 2024

2024 Mundelein Community Days Budget

<u>EXPENDITURES</u>	<u>2022 Actual</u>	<u>2023 Proposed</u>	<u>2023 Actual</u>	<u>2024 Proposed</u>	<u>2024 Actual</u>
<u>Munch:</u>					
Dram Shop Insurance	\$850.00	\$850.00	\$600.00	\$850.00	\$600.00
Tents/VIP Tent/Riser for Sound	\$7,320.00	\$10,500.00	\$10,425.00	\$10,500.00	\$7,885.00
VIP Tent Miscellaneous Supplies	\$284.43	\$300.00	\$241.69	\$300.00	\$213.92
Stage Rental	\$6,600.00	\$6,800.00	\$6,800.00	\$0.00	\$0.00
Toilets	\$5,070.00	\$5,300.00	\$5,070.00	\$5,300.00	\$5,991.00
Beer, Wine, Pop, Water & Cups	\$19,468.12	\$24,000.00	\$22,107.26	\$23,000.00	\$22,323.16
Land Rental	\$4,663.26	\$1,000.00	\$0.00	\$5,000.00	\$4,756.54
Public Works Miscellaneous Supplies	\$489.74	\$1,000.00	\$905.79	\$1,000.00	\$1,010.72
Facility Maint. Miscellaneous Supplies	\$401.45	\$2,000.00	\$1,833.70	\$1,500.00	\$1,585.42
ComEd	\$412.62	\$500.00	\$0.00	\$500.00	
Informational/Sponsor Signs	\$1,812.09	\$2,500.00	\$2,771.00	\$2,500.00	\$2,906.40
Taylor Rental (Tables)	\$165.00	\$250.00	\$280.00	\$250.00	\$232.50
Ice	\$590.00	\$250.00	\$143.84	\$200.00	\$100.02
State Liquor License	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Tickets	\$372.96	\$375.00	\$319.30	\$375.00	\$329.18
Cadders	\$1,170.00	\$1,250.00	\$1,800.00	\$1,800.00	\$1,800.00
Munch Security	\$2,115.00	\$2,200.00	\$2,300.00	\$2,300.00	\$2,150.00
T-Shirts (Security, Parade, Commission)	\$372.60	\$400.00	\$455.05	\$400.00	\$579.40
Trash Bags/Sanitizer	\$798.00	\$800.00	\$663.47	\$800.00	
Wrist Bands	\$259.00	\$275.00	\$6.99	\$275.00	\$157.89
COVID-19 Mitigation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Generators and Portable Lighting Rentals		\$5,000.00	\$1,754.96	\$1,000.00	\$874.87
Picnic Tables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$53,239.27	\$65,575.00	\$58,503.05	\$57,875.00	\$53,521.02
<u>Parade:</u>					
Signs	\$0.00	\$100.00	\$0.00	\$100.00	
Stiltwalker	\$0.00	\$500.00	\$450.00	\$500.00	\$600.00
Music and Entertainmnet for Parade	\$14,350.00	\$15,000.00	\$13,950.00	\$15,000.00	\$14,950.00
Ribbons	\$228.75	\$350.00	\$190.75	\$300.00	\$234.60
Parade Permit Fee	\$50.00	\$50.00	\$100.00	\$100.00	\$100.00
TOTAL	\$14,628.75	\$16,000.00	\$14,690.75	\$16,000.00	\$15,884.60
<u>Miss Mundelein:</u>					
Pageant Filming			\$450.00	\$450.00	\$450.00
Judges/Tabulators	\$220.00	\$300.00	\$300.00	\$300.00	\$300.00
Prize Money	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00
Trophies, Crowns, Banners	\$514.30	\$600.00	\$372.41	\$600.00	\$586.57
Postage/Printing	\$400.03	\$250.00	\$15.31	\$250.00	\$25.65
T-Shirts	\$180.00	\$200.00	\$151.00	\$200.00	\$242.00
Flowers	\$1,077.00	\$1,200.00	\$913.68	\$1,100.00	\$992.50
Judges' Dinners	\$149.18	\$200.00	\$254.89	\$350.00	\$166.54
Signs	\$193.89	\$250.00	\$193.89	\$250.00	\$174.51
Miscellaneous Supplies	\$360.56	\$250.00	\$142.28	\$250.00	\$85.32
Photographs	\$125.00	\$125.00	\$125.00	\$125.00	\$150.00
Lake County Pageant entry fees	\$150.00	\$150.00	\$150.00	\$150.00	\$125.00
Pagaent Emcee	\$50.00	\$100.00	\$100.00	\$100.00	\$100.00
Contestant and Volunteer Dinner				\$300.00	\$279.03
Contestant Prizes/Giveaways				\$700.00	\$644.95
Pageant Website					\$450.00
TOTAL	\$5,669.96	\$5,875.00	\$5,418.46	\$7,375.00	\$5,648.09
<u>Music</u>					
Music	\$20,350.00	\$22,000.00	\$24,800.00	\$27,500.00	\$26,300.00
ASCAP License Fee	\$390.00	\$400.00	\$420.00	\$450.00	\$434.00
BMI License Fee	\$368.00	\$400.00	\$421.00	\$450.00	\$435.00
Generator Rental	\$1,566.30	\$1,650.00	\$1,658.18	\$1,700.00	\$1,774.50
Sound, Stage, and Lighting	\$12,495.00	\$12,600.00	\$12,495.00	\$24,000.00	\$23,737.29
TOTAL	35,169.30	37,050.00	39,794.18	54,100.00	52,680.79
<u>Fireworks</u>	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
<u>Events and Activities:</u>					
Server's Race				\$250.00	\$0.00
Butterfly Event		\$230.00	\$230.00	\$230.00	\$400.00
Horseshoe Pits	\$142.10	\$150.00	\$125.50	\$150.00	\$161.70
Car Show	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Bags Tournament	\$306.66	\$100.00	\$0.00	\$100.00	\$123.04
Pony Rides & Petting Zoo	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Pet Parade	\$228.75	\$250.00	\$225.00	\$250.00	
Dave DiNaso's Reptile Show	\$400.00	\$400.00	\$450.00	\$400.00	\$475.00
Face Painting	\$41.97	\$50.00	\$38.97	\$50.00	\$40.90
Balloon Twister	\$559.00	\$575.00	\$614.00	\$575.00	\$614.00
Caricature Artist	\$600.00	\$600.00	\$400.00	\$600.00	\$450.00
Princess Meet and Greet	\$200.00	\$200.00	\$600.00	\$200.00	\$0.00
Magician	\$430.00	\$450.00	\$430.00	\$450.00	\$460.00
TOTAL	\$5,908.48	\$6,005.00	\$6,113.47	\$6,255.00	\$5,724.64

2024 Mundelein Community Days Budget

Miscellaneous:					
Beer Tent TV and Mount			\$118.95	\$250.00	\$0.00
Proclamation Frames			\$20.49	\$0.00	\$0.00
Landscaping Plaza			\$639.90	\$0.00	\$0.00
Sponsor Tent Food	\$800.00	\$1,000.00	\$1,223.96	\$1,200.00	\$0.00
Printing, Mailing (Sponsorship Guide)	\$0.00	\$200.00	\$0.00	\$200.00	\$313.00
Village Float	\$39.99	\$150.00	\$0.00	\$150.00	\$89.14
TOTAL	\$839.99	\$350.00	\$2,003.30	\$1,800.00	\$402.14
TOTAL	\$150,455.75	\$165,855.00	\$161,523.21	\$178,405.00	\$168,861.28
REVENUES:	2022 Actual	2023 Proposed	2023 Actual	2024 Proposed	2024 Actual
Parade Entry Fees	\$660.00	\$600.00	\$420.00	\$400.00	\$570.00
Donations	\$51,200.00	\$50,000.00	\$67,600.00	\$59,000.00	\$78,000.00
Miss Mundelein	\$370.00	\$500.00	\$1,076.00	\$1,000.00	\$635.00
Beer and Wine Sales	\$78,994.00	\$90,000.00	\$73,675.00	\$80,000.00	\$69,199.00
ATM machine revenue	\$1,393.00	\$1,000.00	\$1,586.00	\$1,200.00	
American Legion	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
Munch Entry Fees	\$11,275.00	\$11,750.00	\$11,675.00	\$11,750.00	\$11,600.00
Reimbursement from American Legion for portable toilets	\$975.00	\$1,000.00	\$975.00	\$975.00	\$975.00
TOTAL	\$148,367.00	\$158,350.00	\$160,507.00	\$157,825.00	\$164,479.00
NET	-\$2,088.75	-\$7,505.00	-\$1,016.21	-\$20,580.00	-\$4,382.28