

AGENDA

MUNDELEIN COMMUNITY DAYS COMMISSION MEETING

October 17, 2024 - 8:00 AM
Village Hall - Room 101
300 Plaza Circle, Mundelein, IL 60060

- I. CALL TO ORDER
- II. ATTENDANCE
- III. REMOTE PARTICIPATION
 - A. Approval of Commissioner Quaiyoom's remote participation
- IV. MINUTES APPROVAL
 - A. Approval of the July 18, 2024 Minutes
- V. PUBLIC COMMENTARY
- VI. 2025 MUNDELEIN DAYS PLANNING
 - A. Layout
 - B. Budget
 - C. Sponsorship
 - D. Fireworks
 - E. Parade
 - F. Carnival
 - G. Pageant
 - H. Music
 - I. Munch / Food Vendors
 - J. Beer Booth

K. Special Events

L. Comments

VII. CONCERTS IN THE PARK

VIII. NEW BUSINESS

IX. ADJOURNMENT

X. NEXT MEETING - NOVEMBER 21, 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 July 18, 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 Frasier, Commissioner Quaiyoom, Commissioner Newby, Commissioner Ditanto, Commissioner Biegel

ABSENT: Commissioner Salski

Village Attendance

PRESENT: Village Liaison Kelsey Langelier, Police Chief Jason Seeley, Commander Brian Kisselburg, Fire Chief Bill Lark

MINUTES APPROVAL

Approval of the June 20, 2024 Minutes

Motion to approve the Minutes from June 20, 2024 Mundelein Community Days Commission meeting.

RESULT:	[Yes 5, No 0, Abstained 0]
MOVER:	Commissioner Karrie Newby
SECONDER:	Commissioner Shah Quaiyoom
AYES:	Chairperson Frasier, Commissioner Biegel, Commissioner Ditanto, Commissioner Newby, Commissioner Quaiyoom
NAYS:	None
ABSTAIN:	None

PUBLIC COMMENTARY

Administrator Guenther briefly stepped in to the meeting to thank the Commission for their hard work. He commented on the success and noted some disorganization in the beer tent.

2024 MUNDELEIN DAYS WRAP UP

Police, Fire, PW&E Update

Commander Kisselburg discussed the public safety incident that occurred on Friday, July 5. Vendor and band parking entrances should be more secured and staffed to prevent unauthorized access. Additional signage for bathrooms is needed. Commander Kisselburg suggested rerouting the parade from Hawley to south on Chicago Ave to the Metra lot because many cars were accessing areas near Village Hall and La Rosita. Additional volunteers at Metra are needed to guide parade participants out of the lot. Chief Seeley suggested additional jersey walls in the parkway along Courtland St. and adding a block of "no parking" signs down the side streets off Courtland St. Chief Lark said there were parking issues at the Rogan's lot on fireworks night. A path of access to the launch site should be blocked off. Liaison Langelier suggested closing the Metra/Plaza Circle area when the parking lot fills during the fireworks because cars were still coming in and getting stuck because there was nowhere for them to go. Additional bike racks and garbage cans are needed. Additional wayfinding and "prohibited items" signage should be made and advertised on social media.

Layout

The Commission discussed swapping the sponsor tent and kid's zone stage because space was limited at the stage. Chairperson Frasier said the carnival layout worked well and they had no real issues.

Budget

Liaison Langelier said some invoices were still trickling in. Revenue was impacted by limited beer sales on Sunday because of poor weather. Overall, the deficit is much lower than projected. Commissioner Beigel requested the judges' dinner and volunteer dinners be combined into one line item, and prizes/giveaways and contestant dinner be eliminated. The pageant website fee will remain in the budget.

Sponsorship

Commissioner Newby said \$78,000 in donations were received. The Sponsor Tent saw the largest turnout ever with 131 attendees. The amount of food was appropriate for the number of attendees. The Commission discussed options for the stage signage and growing the sponsor program.

Fireworks

Liaison Langelier said the fireworks show was 18 minutes, rather than the requested 20 minutes. The Commission discussed bidding the contract vs. requesting an extension and agreed to request an extension first.

Parade

Commissioner Ditanto said there were some weather impacts, but overall everything went well. Having extra PW staff around helped due to a volunteer shortage. Laminating the parade unit numbers and the lineup saved them from being destroyed by rain. Commissioner Ditanto suggested signs for the east and west parking lot and obtaining four golf carts in the future. The Weinermobile was unable to participate in the parade but came to the festival.

Carnival

Chairperson Frasier said Skinners' did a good job with the new layout. Liaison Langelier suggested relocating the Santa Maria and carnival dumpsters.

Pageant

Commissioner Biegel suggested placing "cash only" signs at the pageant and getting startup cash. Commissioner Biegel explained the issues with the sound and lighting. An email was sent to high school staff regarding the issue. The Queens' contracts were updated to clarify language related to what parents/Queens are required to pay for some items such as prizes and giveaways.

Music

Commissioner Quaiyoom said the stage size, delivery, positioning, and setup worked out well. Many compliments from the bands were received regarding the stage setup, backstage, and parking. The stage facing west was hot for earlier bands. Two additional fans and squeegees were requested. Measurements were taken for future signage. The sound company did a good job. Commissioner Quaiyoom suggested having a live mic available at all times and some background music playing during off times. Also, sealing up the fence after bands change out to prevent unauthorized access.

Munch / Food Vendors

Liaison Langelier said most issues were associated with parking behind the booths. The food vendor area was dark on the first night, but PW&E staff installed lighting on Friday to brighten the space. Commissioner Quaiyoom said he heard complaints about food vendor pricing being high.

Beer Booth

Liaison Langelier said many people have shown interest in the beverage chair position. PW&E staff did well assisting with the bar. There were some communication issues regarding volunteers taking regular tickets for premium tickets. Liaison Langelier will add more detailed information in the beer sellers' packet and reiterate the information to volunteers during their initial training. The Commission discussed adjusting beer prices. Further discussion is necessary at a future meeting.

Special Events

Liaison Langler said some events were canceled due to the public safety event that occurred on Friday. The Pet Parade experienced issues with the new location, such as increased car traffic, broken trophies, and lack of access to water.

Comments

A concern regarding an adult (21+) giving a beer to their minor child was discussed. Chief Seeley said more monitoring of the crowd would be required. If someone sees this happening, a police officer should be notified. Commissioner Newby suggested seeking more volunteers for the festival, in general. The Commission discussed moving up the parade time to mid-morning. Chief Seeley said it would be beneficial because more volunteers and participants would be available, there is less chance of rain in the morning, and it is less hot. Chief Lark said Fire would not be able to attend an earlier parade because of the pancake breakfast. Liaison Langler said she would discuss the topic with Administrator Guenther, as Board approval may be required.

CONCERTS IN THE PARK

Commissioner Quaiyoom said he expects attendance to drop now that the playground is closed.

NEW BUSINESS

The Commission discussed 2025 festival dates. The Commission discussed July 3-July 6 and a possible half day on July 3.

Motion to approve the 2025 festival dates as follows: Thursday, July 3, 2025 through Sunday, July 6, 2025.

RESULT:	Passed [Yes 5, No 0, Abstained 0]
MOVER:	Commissioner Quaiyoom
SECONDER:	Commissioner Biegel
AYES:	Chairperson Frasier, Commissioner Biegel, Commissioner Ditanto, Commissioner Newby, Commissioner Quaiyoom
NAYS:	None
ABSTAIN:	None

ADJOURNMENT

Motion to adjourn the Mundelein Community Days meeting. The meeting was adjourned at 9:15 AM.

Motion to Adjourn the Regular Board Meeting.

RESULT:	Passed [Yes 5, No 0, Abstained 0]
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MOVER:	Commissioner Ditanto
SECONDER:	Commissioner Newby
AYES:	Chairperson Frasier, Commissioner Biegel, Commissioner Ditanto, Commissioner Newby, Commissioner Quaiyoom
NAYS:	None
ABSTAIN:	None

NEXT MEETING - August 15, 2024

Motion to cancel the August and September meetings.

RESULT:	Passed [Yes 5, No 0, Abstained 0]
MOVER:	Commissioner Biegel
SECONDER:	Commissioner Quaiyoom
AYES:	Chairperson Frasier, Commissioner Biegel, Commissioner Ditanto, Commissioner Newby, Commissioner Quaiyoom
NAYS:	None
ABSTAIN:	None

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	\$500.00
Informational/Sponsor Signs	\$1,812.09	\$2,500.00	\$2,771.00	\$2,500.00	\$3,602.17
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	\$773.50
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	\$55,490.29
<u>Parade:</u>					
Signs	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00
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					\$279.03
Contestant Prizes/Giveaways					\$644.95
Pageant Website					\$450.00
TOTAL	\$5,669.96	\$5,875.00	\$5,418.46	\$6,375.00	\$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	\$259.00
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	\$5,983.64

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	\$177,405.00	\$171,089.55
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	\$72,199.00
ATM machine revenue	\$1,393.00	\$1,000.00	\$1,586.00	\$1,200.00	\$1,222.00
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	\$168,701.00
NET	-\$2,088.75	-\$7,505.00	-\$1,016.21	-\$19,580.00	-\$2,388.55