

CITY OF GLENDALE
2021 4th of July Committee Agenda

June 8, 2021, 6:30 pm

Location

City Hall, Large Conference Room
5909 N Milwaukee River Pkwy, Glendale, WI 53209

Remote Attendance Details

<https://us02web.zoom.us/j/84104832271>

Meeting ID: 841 0483 2271

Phone: +16465588656

1. Gathering, call to order, and Pledge of Allegiance – Steve Schmelzling – 5 minutes
2. Introductions – All – 1 minutes
 - a. Welcome first-time attendees, guests.
3. Confirm minutes – Eric Zentner / Jesse BaDour / Voting members – 1 minute
 - a. May 18, 2021
4. Focus area report outs and needed committee discussion
 - a. Chair Report – Steve Schmelzling – 5 minutes
 - i. Review / confirm leads and alternates on focus areas
 1. Identify gaps in focus area leads
 2. Discuss potential candidates to join committee to fill roles
 - ii. Updates on other 4th of July events
 1. Milwaukee County Downtown Fireworks Cancelled
 2. Shorewood moved fireworks to Estabrook Park
 3. South Milwaukee Cancelled
 4. City of Milwaukee Cancelling some
 - b. Fireworks – Jessica Ballweg (alternate Steve Schmelzling) – 10 minutes
 - i. Update on the rope off location and staging timeline
 - ii. Update on order
 - c. Grounds – Eric Zentner (alternate Steve Schmelzling) – 15 minutes
 - i. COVID-19 preparedness plan updates – Ann Deuser
 - ii. Update on rental of Stage / Tent – Jessica Ballweg
 - iii. Alternate source for club car – Jessica Ballweg
 - iv. Power needs for vendors/band – Eric Zentner
 - v. Update on County Permit application – Jessica Ballweg
 - vi. Adjustments due to potential added attendance – Steve Schmelzling
 - d. Activities – Ann Deuser and Jessica Ballweg – 10 minutes
 - i. Update on kids activity packs / ice cream – Amy Barlament / Ann Deuser
 - ii. Update on LoveMonkeys setup – Sarah Acker
 - e. Parade – Jessica Ballweg and Amy Barlament – 10 minutes

- i. Volunteer needs remaining, placement, drivers
 - ii. Officials lined-up
 - iii. Car needs
 - iv. Parade attendee COVID guidance statement
- f. Food & Drink – Marty Hersh (alternates: Bethanie Gist, Sara Woods) – 10 minutes
 - i. Update on food vendors
 - 1. Ice Cream update – Bethanie Gist
 - 2. Pizza update – Bethanie Gist
 - 3. Corn Roaster – Marty Hersh
- g. Volunteer Coordination – Bethanie Gist (alternate Steve Schmelzling) – 5 minutes
 - i. Volunteer communications – Bethanie Gist
 - ii. Volunteer day of logistics – Steve Schmelzling
 - iii. Signupgenius updates as needed – Steve Schmelzling
- h. Technology - Steve Schmelzling (alternate Jessica Ballweg) – 1 minutes
 - i. Any updates needed (food vendors, LoveMonkeys, sponsors)
- i. Promotion – Ann Deuser (alternate Jessie BaDour) – 1 minutes
 - i. Booklet status
- j. Fund Raising – Ann Deuser (alternate Jessie BaDour) – 1 minutes
 - i. Revised income
- k. Finance – Jessica Ballweg (alternate Steve Schmelzling) – 1 minutes
 - i. Update on quotes for services vs budget
- l. Public Safety – Sgt. Martinez (alternate Jessica Ballweg) – 5 minutes
 - i. Potential need for added support due to added attendance
- m. Secretary – Eric Zentner (alternate Jessie BaDour)
 - i. No discussion planned
- 5. Other Business
 - a. Department of Public Works clean-up of 4th of July items – 5 minutes
Establish times
- 6. Next Meeting(s) – 5 minutes
 - a. Regular scheduled meeting June 15, 6:30 PM, move to June 22
- 7. Adjournment

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.

If you are unable to attend, please notify the Chair and your alternate to provide updates in your absence.

This committee is open to additional members in a volunteer, non-voting role.

Contact Alderman Steve Schmelzling for more information at steve.schmelzling@glendalewi.gov

If you would like to be a voting member, contact Mayor Bryan Kennedy at bryan.kennedy@glendalewi.gov

Vision for the 2021 Celebration

This is the day our greater community celebrates together our nation’s Independence Day.

Our celebration will have a feel of a block party, keeping to 4th of July traditions: a parade, festive music, fireworks, and neighborly friendship.

All while understanding the need for heightened safety and social distancing, and the need to overcome challenges and celebrate *together*, having adapted to a new normal.

Current COVID Plan Option

Plan B is the option we are planning for currently.

Plan A	The same as years past. Two parades (children’s and main parade), food trucks, bouncy houses, vendor booths, games, headliner band, and fireworks
Plan B	With a Milwaukee County Parks permit, there would be a scaled down version. Only a main parade starting later in the afternoon, food trucks, headliner band, and fireworks
Plan C	No Milwaukee County Permit. The celebration would be changed to Richard E Maslowski Park without fireworks or parade.
Plan D	Health Department tells committee no Fourth of July celebration. Just fireworks.
Plan Z	In the event the country went back into a lock down, due to the variant strains, there would be no celebration. Only a house decorating contest.

Schedule

All meetings will be held virtually as zoom meetings until further notice.

Recurring on the third Tuesday of the month at 6:30 pm until 8:00 pm except the meetings in May, June and July, when we will meet more frequently.

4th of July Committee Guiding Principles

I will come to the meetings prepared, having acted on my responsibilities in advance.

When voting is required, Roberts Rules of Order will be used.

I will contribute to effective and productive meetings by:

Respecting the timed agenda, proposing changes if need to end on time.

Staying on the agenda topic, utilizing a ‘parking lot’ for side topics.

Being present and focused, avoiding distractions, and sidebar conversations/multi-tasking.

Allowing others to contribute, speaking one at a time recognized by the Chair when needed.

Ensuring actions are clear at end of discussion, Chair can call for a decision when needed.

Identifying action items: who, what, when, where.

Being open to ideas and attempt to understand other perspectives, especially when different from one’s own.

Assume, and maintain good intentions. We are all volunteers.

Keeping it fun, it is a party we’re planning after all!

CITY OF GLENDALE

May 18, 2021, 6:30 pm

2021 4th of July Committee

Meeting in Person and digitally by Google Zoom

Present:

Sara Woods	Jesse BaDour	Sarah Acker
Jessica Ballweg	Steve Schmelzling	Paul Stolzel
Ann Deuser	Bethanie Gist	Eric Zentner
Sgt. Migel Martinez	Amy Barlament	

The meeting was called to order with the Pledge of Allegiance.

Minutes of previous meeting were approved.

Steve mentioned that he got an email from a vendor offering popcorn, nachos, etc. Steve will forward it to Bethanie, though we think we're set with food vendors for this year.

Fireworks:

Steve asked Paul how long we can wait to put in our order. We would like to wait to see if we get the county's okay before ordering. Paul said lots of communities are in same boat. He said the 2nd week of June would be good; otherwise we risk losing access. Paul also said that we can have the fireworks stored till next year if we're not able to use them this year. Paul asked if we want to do pretty much the same show we've done in past years. We discussed the fact that there is no other place in Glendale we can do fireworks other than Kletzsch Park. We have a consensus that we are going to go ahead and order a \$10,000 fireworks show. It was so moved, and motion passed unanimously.

Grounds:

Ann reported that North Shore Health Dept approved our Covid preparedness plan, so we are good to go with that. We will put up parade signs reminding people when the parade starts and to stay 6' apart. We discussed whether we need markers every 6 feet. It was mentioned that some pods are bigger than others, and that would change the spacing, and

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this could be confusing. We decided we will just have signs, not markers, and the signs will be approximately every 25 feet. We talked about how in the past we would screw tables together to prevent their being taken away by picnickers. This year we won't be able to do that b/c of social distancing. We talked about possibly staking them down to prevent people from taking them and from bringing them together. Jessica said we have a small separate fund for materials, so we could use it for the stake/chain materials. There was concern that the county might not deliver tables, but DPW has been helpful in moving tables from one part of the park to another for us. We will table this topic for now.

For food vendor spacing, we will put up signs about 10' back from each food truck saying: "Line for this Vendor starts here." Or "Please wait Here to Order" or something like that.

Stage/tent rental: Jessica reported that we are getting the 30'x20' multiplex structure, white with no gable. The stage is 16' x 24' and 24" tall. The stage will be fully under the tent. We are hoping the tent will be tall enough for the stage lighting. Jessica will follow up for official dimensions and Sarah will follow up with the band about the height clearance required for their light rigging. This all comes in within \$120 of our budget. We will book this unless the band objects (which Sarah does not think they will).

Golf carts have gone from \$200 to \$600. Steve has offered the use of his lawn tractor, and he has a 4x6 trailer he can borrow. Eric mentioned we could borrow the same hand trailer we've used for tables in the past (adding sides for hauling garbage). Jessica mentioned we could use a city pickup truck and use the hand cart to bring the garbage to truck which then takes it to dumpster. Eric didn't think we will generate as much garbage as last year; we may just need to empty them once before the fireworks and then once the day after. Steve mentioned Kletzsch Park had a bunch of unplaced garbage cans stored by the garage by the soccer fields by the river. Those could be put out to reduce the amount of garbage pick-up rounds.

Eric asked Bethanie if she knew the electrical needs of the food vendors. She will try to find out soon. We discussed the layout of vendors. It will be pretty much the same as the past: along east side of the area (just west of dam parking lot) and along the south-east diagonal corner of the area. The band starts setting up at 11am. Food trucks set up around 1pm.

So far, these are the electrical needs of the food vendors:

Chippy's needs 120v electric

ASKT – no electric

WI cheese curds – 220 volt, like in past

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Brick – same as in the past (though we can't remember what that is right now)

Scouts – 120v electric for corn rotisserie

Café Corozon has truck; not sure if they need electric

Tropical pops – probably no electric

Activities:

Steve talked to Amy Barlament about doing ice cream for the all kids present (not just for kids in the parade like in the past because there is no children's parade this year) on a first-come-first-served basis (instead of cake or gift bags). If adults take ice cream, we won't worry too much about that.

Volunteers:

We're trying to figure out food vouchers and hours required to get food vouchers. We also will see if we have extra t-shirts from past years and give those out to people helping the whole day. We'll get subs or pizza or something donated for the band and band crew. Sarah said she will take care of the band and band crew food that day. We will get a tray of Jimmy John's (or something) sandwiches and when it's gone, it's gone so that the band (and their large entourage) are not going to the food vendors again and again. Bethanie will recommend a volunteer voucher policy at the next meeting.

Spread the word: we need more volunteers. Bethanie asked if anyone has signed up on the website. We haven't. Steve will email everyone on the committee links to do this. Committee members should sign up ASAP to make sure they get the slots they want. Bethanie will try to reach out to former committee members to ask them to volunteer. We should be able to look at the old sign-up genius and drop box to see former volunteers. Bethanie would like a picture with the whole committee this year as well as a picture with the current committee with previous committee members.

Officials:

A judge from Milwaukee County reached out on our website. We will ask Bryan Kennedy to reach out to other elected officials to invite them to the parade.

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Food and Drink:

We're still looking for an ice cream and a pizza vendor. Jessica is going to go over the agreement. We will not provide tables or chairs this year (we aren't renting any). We will not provide tents (few if any food vendors ever asked for them anyway). They can get a single 120-volt, 20amp outlet for free. Additional power costs more. We have a single shared water spigot for all food vendors at no charge. We will tell them we are marketing the food vendor time as 4-9pm, but they are welcome to start selling before 4 if they are ready. Our food vendor agreement will refer the vendors to our Covid preparedness plan, and we will recommend that they follow this plan, but we will not really be able to enforce this.

Jessica asked about how firework ground works setup will be affected by the later parade, and Eric was concerned about letting food vendors get there as late as 2:30. We decided we need to have a sub-committee meeting with Paul, Steve, Eric and Bethanie about this. Jessica will coordinate. We also decided we will ask all the food vendors to be there between 1 and 2.

Bethanie is trying to find a pizza vendor since Jets is out. She is also trying to find an ice cream vendor. She has asked Kilwins, Cedar Crest and others about ice cream. Ann mentioned that we can't give out free ice cream if we have an ice cream vendor. Eric suggested that we should talk to Amy if we're possibly canceling the free ice cream.

Booklet:

Ann said the booklet will be going to the printer very soon. It's 32 pages long, and a bunch of people have looked at it. Ann will check it over and then send it in. It should be coming the second week in June. They will be mailed this year, not hand delivered.

Public Safety:

Sgt. Martinez said we always have an officer at Milwaukee River Parkway and Bender from 11am to 11pm. He asked if we want to shift it later? We decided we'd like to keep that schedule despite the later parade start. Sgt. Martinez will talk to Jessica tomorrow (5/19).

Our next committee meetings will be in person June 8th and June 22nd at 6:30pm either at City Hall or the DPW building. Jessica will determine availability.

Meeting was adjourned at 8:15pm.