

CITY OF GLENDALE
2022 4th of July Committee Agenda

November 16, 2021, 6:30 pm
Remote & Onsite Meeting

Onsite: City Hall, Council Chambers
Remote: Zoom Meeting
<https://us02web.zoom.us/j/8493011874>
Meeting ID: 849 301 1874
+1 312 626 6799

1. Gathering, call to order, and Pledge of Allegiance – Steve Schmelzling – 5 minutes
2. Introductions – All – 10 minutes
 - a. Welcome new members
 - b. Welcome back returning members
3. Confirm minutes from last meeting – Eric Zentner / Voting members
4. Retrospective of prior year event – 5 minutes
 - a. Recap of what went well, what didn't, future opportunities from our retrospective meeting
5. Focus area report outs and needed committee discussion
 - a. Chair Report – Steve Schmelzling
 - i. Establish vision for the upcoming event – 5 minutes
 - ii. Establish guiding principles for the committee – 5 minutes
 - iii. Establish/confirm leads and alternates on focus areas – 15 minutes
 1. Identify gaps in focus area leads
 2. Discuss potential candidates to join committee to fill gaps
 - b. Secretary – Eric Zentner– 5 minutes
 - i. Schedule meeting cadence for the year
 - c. Finance – Jesse BaDour– 10 minutes
 - i. Report final financials from prior event (2021)
 - ii. Report starting financial position for 2022 event
 - iii. Establish budget scenarios for 2022 event
 - d. Fund Raising – Jesse BaDour – 5 minutes
 - i. Report fund raising forecast for 2022
 - e. Food & Drink –Bethanie Gist– 5 minutes
 - i. Report on prior selections for Cake, Beer, Food, Deserts, Snacks, Kosher Offering
 - ii. Confirm continuation or changes of vendors
 - iii. Discuss vendor selection process for any changes
 - f. Grounds – Eric Zentner– 5 minutes
 - i. Review prior layout
 - ii. Confirm continuation or changes to layout, park rental
 - iii. Discuss any needed improvements

- g. Activities – Jessica Ballweg / Amy Barlament– 10 minutes
 - i. Confirm continuation or changes to scheduled events
 - ii. Establish schedule and process for picking headline and daytime stage acts
 - iii. Review Kids Games & Activities and any recommended changes
 - h. Parade – Jessica Ballweg / Amy Barlament
 - i. No discussion planned
 - i. Promotion – Jesse BaDour
 - i. No discussion planned
 - j. Volunteer Coordination – Bethanie Gist
 - i. No discussion planned
 - k. Fireworks – Jessica Ballweg
 - i. No discussion planned
 - l. Public Safety – Sgt. Martinez / Jessica Ballweg
 - i. No discussion planned
 - m. Technology - Steve Schmelzling / Jessica Ballweg
 - i. No discussion planned
6. Other Business
No discussion planned
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

2021 Event Vision

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.

Schedule

Recurring on the third Tuesday of the month at 6:30 pm until 8:00 pm
except the meetings in 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
June 21, 2021, 6:30 pm
2021 4th of July Committee
Meeting in Person at Kletzsch Park

Present:

Jesse BaDour	Sarah Acker	Sara Woods
Jessica Ballweg	Steve Schmelzling	Paul Stolzel
Ann Deuser	Bethanie Gist	Eric Zentner
Jenna Kunde	Amy Barlament	Brendon Barlament

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

Minutes of previous meeting were approved.

Steve mentioned that they cleaned up at DPW and that he's really happy we're having an event this year. We got our application for the park approved until 10am on the 6th.

Grounds:

We looked at the grounds and established a rough layout for the tent, food vendors, porta-potties, dumpsters, and handwashing stations. We will have most of the food vendors lined up north-to south just west of the trees west of the parking lot. They will be (from north to south): Chippies Pop Corn, Café Corazon, Lou Minati's Pizza, Kosher Hot Dogs, Board Ice Cream, Tropical Pops.

Then, just north of the south tree area, we will have (from northeast to southwest) WI Cheese Curds, Soda Ambulance (run by scouts), Corn Roaster (run by scouts), Scout Tent. Then, running east-to-west will be the mega tent. At the east (short) end of this tent will be The Brick (serving at the north end of the east side, grills and beer trailer at the south end of the east side). Then, approximately centered on the south (wide) side of the tent will be the stage for the band, but the back (south) side of the stage should be a few feet inside the tent so they have a little room behind the stage that is covered so their equipment is under the tent. At the west (narrow) side of the mega tent will be picnic tables (either connected to each other or staked down). North of the parking lot will be portapotties and two hand-washing stations. There will also be a hand-washing station south of the north row of food vendors and east of the south row of food vendors. The volunteer tent will be approximately centered on the grounds. The parking lot will be for handicap parking. There will be volunteer parking on the grass south of the parking lot. We will place some picnic tables along the west side of the park along Green-Bay Rd. so that picnickers hopefully won't take our picnic tables.

Jessica mentioned that we have hand-sanitizing stations which we will put out and that the county will cut the grass on Thursday, July 1st and the mega tent should be set up on Friday, July 2nd.

Parade:

Jessica said we still need volunteers to drive the cars with politicians. Steve said they could use his fun car. She thinks we'll need no more than 10 drivers. Jesse said they'll be handing out root-beer-bash flyers with barrel-shaped candy.

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Volunteers:

Bethanie said we should go over volunteer needs so we can ask really specifically for how many volunteers we need. Bethanie said we should all make sure we (committee members) are signed up on the sign-up genius. We need volunteers to carry the Glendale banner at the front (Amelia Zentner and Michelle Markuson will do this) and the banner at the end that says, "follow us to the park". Steve will add this to the sign-up genius. Ethan Zentner will take drone photos of the grounds and of the fireworks.

Food Vendors:

Bethanie said Kilwin's won't be there but she found someone who can do it: "Board" ice cream. The Brick is doing pulled pork, burgers, brats. All the food vendors are locked in. We should make sure The Brick is not selling hot dogs because we have a separate vendor selling kosher hot dogs. Bethanie will talk to the Brick about this. Tropical Pops already has a county-wide permit, so we don't need to give them a permit. Scouts are selling root beer and orange dream on tap (with some bottles of cream soda) as well as roasted corn and water.

Activities:

We need to talk to the band to see if we can use their PA system for recorded music (could the band provide this music too?) and for speaking to the audience. (Sarah please talk to them about this.) The flag ceremony will start at 4pm, then Sam Gist will sing the national anthem, then the Mayor's welcome, then thank-you to Jenna.

Fundraising:

We did well being able to get the big tent and have full fireworks. Jessica said we, Shorewood and Brown Deer are the only 3 doing fireworks on the 4th. Many are doing it on the 5th. Jenna talked about having some kind of fundraising on the 4th. We discussed having a donation jar at the Glendale tent. Bethanie talked about having volunteers passing the hat right before the fireworks. We could sell glow sticks at the Welcome-to-Glendale tent. If they work, we'll try to sell them for \$1.

Public Safety:

We'll get the fencing up, Jessica has the fencing schedule. Jessica will have a couple DPW people here on the 3rd.

Steve will send pictures of 4th-of-July stuff at DPW so people can weigh in on what to throw out.

Our next committee meeting will be setting up on July 3rd at the 4th-of-July grounds of Kletzsch Park.

Meeting was adjourned at 8:05pm.