

**BROWN DEER 4TH OF JULY COMMITTEE
APRIL 21, 2021 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order at 5:35 p.m.

I. Roll Call

Present: Donna Zimmer, Julie Quirk, John Buckley, Otto Bunge

Also, Present: Chad Hoier, Park and Recreation Director, Danielle Gross, Recreation Supervisor
Craig Hetherington, J&M Displays, Chad Arndt, Tech J&M Displays

II. Persons Desiring to be Heard

III. Consideration of Minutes

A) March 17, 2021

It was moved by Mr. Buckley and seconded by Ms. Quirk to approve the minutes of the March 17, 2021 meeting as corrected. Motion passed.

IV. Unfinished Business

V. New Business

A) J&M Fireworks Display Proposal

Mr. Hoier introduced Craig Hetherington and Chad Arndt from J&M Display. Mr. Hetherington reviewed the fireworks proposal. Mr. Heatherington also discussed that the shell counts for the show will increase by 8% for an early payment for the show and by 5% for a multi-year agreement. Discussion and questions followed.

It was moved by Ms. Quirk and seconded by Mr. Buckley to approve the show proposal and three-year agreement with J&M Displays to provide fireworks for the annual celebration through 2023. Motion passed.

Mr. Hoier asked Mr. Heatherington to send an invoice for 2021 to take advantage of the 8% in shells for the 2021 show.

B) Final Events Schedule

Mr. Hoier reviewed the final list of events for the celebration that will be list in the special events guide that will come out in late May. Discussion followed.

Ms. Gross reviewed that changes that she made to the resident sponsorship letter highlighting the changes to this year's celebration. Letter also highlights that the park will be closed for seating during the fireworks show and that parking to view the show will be available in the FIS parking lot.

C) 4th of July Fireworks Cancellation Contingency Plan

Committee reviewed the 4th of July Fireworks Cancellation Contingency Plan that was created in 2019. Plan lays out the process that will assist the Park and Recreation Director with the decision to cancel the show. Plan also list the steps that will be taken to notify the public in the show is cancelled. Discussion followed and the Committee decided not to make any changes to the plan for the 2021 Celebration.

D) Discussion on the 4th of July Committee Structure and Committee becoming a Special Events Committee for the Village

Committee discussed the possibilities of the Committee turning into a Special Events Committee for the

Village. Special Events Committee would assist the Park and Recreation Department in the planning of the 4th of July Celebration, Eat & Greet Celebration, and the Community Vibes concert series. No decisions or recommendations were made, and the topic will remain open for future discussions.

VI. Committee Reports

A) Fundraising

Mr. Hoier reported that \$15,960.82 had been received in this year's fundraising efforts. Fundraising breakdown is as follows with business donations being \$13,575.00 and water bill donations at \$2,385.82 so far for the year. Mr. Hoier stated the two large donations were received from FIS for \$7,500.00 and the Brown Deer Foundation for \$2,500.00

B) Publicity

Mr. Hoier informed the Committee that information had been sent to Hometown and we are waiting for the first draft of the Special Events guide.

C) Entertainment

Mr. Hoier informed the Committee that everything is set for the two bands that will be performing, and he will be reaching back out to them for any final details as we get closer to the Celebration.

Ms. Quirk informed the Committee that she had contacted Josh Quin and he has agreed to supervise the Cornhole Tournament. Ms. Quirk will be getting Mr. Hoier his contact information.

D) Beer Tent

Mr. Bunge informed the Committee that he has reached out to his volunteers for the Celebration and list should be closed to be finalized by the May meeting.

E) Food Tent

Mr. Hoier informed the Committee that the Booster Club has 4 members that will assist in the Corn roast and Mr. Buckley stated that he has volunteers from St. Catherine's to assist as well. Mr. Hoier said he will reach out to Sharon at Rollie's Tavern about securing the equipment.

Mr. Buckley and Ms. Quirk will work together to help secure one or two more food trucks since we had one that said they no longer could participate.

F) Volunteers

VII. Scheduling of Next Meeting

A) May 19, 2021

Committee agreed to schedule its next meeting on Wednesday, May 19, 2021.

VIII. Adjournment

Upon proper motion, the meeting was adjourned at 6:40 p.m.