

# JUBILEE DAYS FESTIVAL COMMISSION MINUTES

May 23, 2016

12:00 p.m.

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<b>Present:</b>	Rich Walker	<b>Absent:</b>	Scott Murphy
	John Lewis		Brent Paxton
	Ann Ennesser		Steve Dumyahn
	Cheri Neal		Carla Villalobos
	Christine Wertman		
	Les Martin		
	Craig Butkovic		
	Diane Burkemper		

## **Minutes**

It was moved by Les Martin, seconded by Christine Wertman, to approve the minutes of a meeting held on April 25, 2016. Upon voice vote, all answered aye. Motion carried.

## **Treasurer's Report**

Diane Burkemper reported that to date, \$650 has been receipted for parade fees and \$4,100 for sponsorships, total revenue \$4,750. No disbursements have been made to date.

It was moved by John Lewis, seconded by Cheri Neal, to accept the Treasurer's Report as presented. Upon voice vote, all answered aye. Motion carried.

## **Reorganization of the Jubilee Days Commission**

Rich Walker stated that he, Cheri Neal (Zion Township), LeNette Van Haverbeke and Sonolito Bronson (Lake County's Lakeshore Chamber of Commerce), Mayor Al Hill and Finance Director David Knabel (City of Zion), and Marilyn Krieger (Zion Park District) met to discuss the possibility of Jubilee Days and Nostalgia Days becoming events administered by the Chamber of Commerce. He stated that it was proposed that the Chamber of Commerce take over Jubilee Days subject to some questions being satisfactorily answered. Mr. Walker stated that, pending City Council approval, Mayor Hill pledged to issue a grant to the Chamber of Commerce in the amount of \$34,400 to be used by the Chamber for Jubilee Days and Nostalgia Days. He stated that \$19,400 was earmarked for Jubilee Days. It was noted that the support funds would continue to come from the revenue collected by the City from the Shepherd's Crook golf fees agreement and hotel/motel tax. Mr. Walker stated that future City Councils may not favorably consider the existing Shepherd's Crook fee agreement. He stated that he was asked to gage the attitude of the Jubilee Days Commission regarding this proposal. He stated that the two Chamber representatives present were enthusiastic about the proposal but it must be approved by the Chamber Board of Directors. Mr. Walker stated that he was asked if he had any issues in making the transition, and he

reported at the meeting that he had none. He stated that he does have an issue if the City does not continue its financial support as the Chamber would not be able to continue Jubilee Days. He stated that the financial support could change when the makeup of the City Council changes. Mr. Walker asked, if the community does not see fit to support the event, then how important is it to the community. Ann Ennesser asked Mr. Walker to define community support. He stated that community support would be in the form of sponsorships. Les Martin asked what Mr. Walker was asking of the Commission. Cheri Neal stated that the Commission should offer its support of the proposal in theory. Mr. Walker stated that a formal agreement between Jubilee Days and the Chamber of Commerce would be necessary, but at this time, he stated the Commission should indicate that it is comfortable with the proposal, either with or without questions, and that it is generally in agreement. John Lewis asked what role the Park District would have in the proposal. Mr. Walker stated that the Park District has taken the position that it is not interested in taking on the administration of Jubilee Days due to financial uncertainties. He stated that the Park District provides in-kind services during the event which they expect to continue to provide. Cheri Neal stated that a Memorandum of Understanding or an intergovernmental agreement among all entities involved in supporting the event be entered into to protect the Chamber of Commerce. Ann Ennesser asked who would prepare such a legal document. Mr. Walker stated that the City Attorney would be the most likely choice. Cheri Neal stated that it is very important to the Chamber that the existing Commission membership stay the same and the members continue exactly as they are currently. She stated that all the activities hosted during Jubilee Days (Mayor's Prayer Breakfast, Queen's Pageant, 5K Run, etc.) would maintain control of their own events. Mr. Walker stated that the Chamber of Commerce will want representation at meetings or perhaps a member on the Commission. Cheri Neal stated that since the Chamber includes Winthrop Harbor and Beach Park, perhaps they may want representation also.

It was moved by Cheri Neal, seconded by Ann Ennesser, that the Commission issue an endorsement of the proposed organizational structure of the Jubilee Days Commission whereby it would operate under the administration of the Lakeshore Chamber of Commerce. Upon voice vote, all answered aye. Motion carried.

### **Budget**

Rich Walker presented a revised 2016/2017 budget with revisions as follows:

- Transfer by City of Zion - \$19,400 donation
- Unit expense was reduced
- Proposed salary for Executive Director added - \$3,000
- Fireworks reduced from \$7,000 to \$5,000

Cheri Neal asked the Commission to consider printing 11x17 posters to be distributed to businesses to advertise for Jubilee Days. Diane Burkemper stated that the Zion Historical Society does this to advertise for the Trash to Treasure Community Lawn Sale. Cheri Neal asked her to provide one of the Society's posters as a sample and the poster distribution list.

It was moved by Cheri Neal, seconded by John Lewis, to approve the budget as presented. Upon voice vote, all answered aye. Motion carried.

### **Parade Units Pending Approval**

It was moved by John Lewis, seconded by Christine Wertman, to approve parade units,

Stiltwalker Frank Birdsall	450.00
Banjo Buddies (Dixieland Jazz)	1,300.00
Juggler Aaron Henning	225.00
Total	1,975.00

Upon voice vote, all answered aye. Motion carried.

Rich Walker stated that Elite Striders have applied with a fee of \$400. They submitted two YouTube videos but he did not believe that their performance was worthy of the fee requested. Mr. Walker did not ask the Commission to make a decision or take any action at this time.

Rich Walker stated that the Tebala Blue Haze Choppers withdrew from the parade resulting in a reduction of \$350.00 in unit expense.

### **Activities**

Rich Walker stated that the Navy Band Great Lakes will not determine whether or not they will participate until two months prior to the event.

Cheri Neal stated that the 5K Run will not be a color run this year.

Diane Burkemper will ask Public Works to hang the banners when the time is appropriate. She will also ask the crew to offer their opinion regarding how much longer the banners will be presentable.

### **NEXT MEETING**

The next meeting will be held on June 27, 2016 at 12:00 noon.

There being no further business to come before the Commission at this time, the meeting adjourned at 12:55 p.m.

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Diane Burkemper  
Secretary/Treasurer