TOWN OF CORTLAND
Town Hall
59 S Somonauk Road
Cortland IL 60112

FESTIVAL & PARADE COMMITTEE
Committee Meeting Minutes
July 7, 2015 at 7:00 P.M.

CALL TO ORDER
The Festival & Parade Committee met on Tuesday, July 7, 2015 at the Cortland Fire Station, 30 W North Street, Cortland IL. Brad Stone called the meeting to order at 7:00 P.M. Those present were Judy Butler, Samantha Lanning and Travys Lanning. Also present, Town Board Trustee, Chuck Lanning and Pastor, Rosa Lee from the Cortland United Methodist Church. Quorum was present.

REVIEW OF AGENDA
The agenda stands as presented.

APPROVAL OF MINUTES
Moved by Samantha Lanning, seconded by Travys Lanning and it was carried unanimously by a voice vote to approve the minutes as presented.

NEW BUSINESS
Community Events
Festival & Parade Fund
Funds Available: $13,582.72
Check issued to The Sign Shop for $100.00 to update banners and signs for Summer Fest.

Donations
No donations at this time. Full committee will work on getting donations and/or silent auction items. Brad Stone mailed out the donation letters to local businesses, attorneys and vendors on June 30, 2015.

Summer Fest
Bands / Liability Insurance – All bands have been contacted concerning the liability insurance required by the town.
Friday, August 14, 2015

J. D. Tucker	6:30pm – 8:00pm
Blue Voodoo	8:30pm – 11:30pm

Bands:
Saturday, August 15, 2015

The Relics	12:30pm – 3:30pm
Menagerie	4:00pm – 7:00pm

Menagerie is unable to fulfill commitment. Committee will work on a replacement band.

Back Country Roads	7:30pm – 11:30pm

Food Vendors: *Saturday only in italic*
Boy Scouts (Saturday only, in Lion's Den-selling funnel cakes)
Cassie's Popcorn
Cortland Cub Scouts (Saturday only, selling frozen fruit and water in the park)
Cortland Lions Club (Saturday only, in Lion's Den)
Cortland United Methodist Church (Saturday only, by the Library-Root beer &/or Root beer floats, accepting donations only)
Dough Brothers
Taco Real
Tom & Jerry's

Vendor Update:
Champion Fencing – Fencing for beverage garden and children activities (Invoice received)
DCV Imports – Fireworks on Friday (Invoice received)
Euclid – Beverages have been approved by committee (Need invoice)
Tool Time Rentals – Tents/Tables/Chairs/LED lights for tents (no globes) (Invoice received)
Waste Management – Port-a-potties, Wash stations and Dumpster (Confirmed)

Fest will need two new burn barrels. Chuck Lanning will address this task.

Brad Stone will contact Kirkland Sawmill and order the wood.

Committee also reviewed the "Responsibilities list for Summer Fest". Judy Butler will send the list to the Town Clerk in advance.

Children Activities:
Cortland Library has received the funds needed to host the Saturday event. The library will sponsor the event from 12:00pm to 4:00pm and will have activities on the North side and inside the Lion's Den.

Silent Auction:
Full committee will collect silent auction items.

Order T-Shirts:
Brad Stone will order t-shirts for committee and volunteers. The color red has been selected by the committee (not heavy fabric).

Volunteers / Scheduling:
Full committee is working on getting volunteers.

Expenses / Checks needed:
Judy Butler will submit list to the Town by July 31, 2015. Checks will be ready for pick up on August 7, 2015.

Parade & Festival
The committee has chosen the theme for the parade. "Cortland Pride Since 1865" Moved by Travys Lanning, seconded by Samantha Lanning and it was carried unanimously by a voice vote to approve the parade theme as presented.

Advertising
Samantha Lanning has contacted the Town of Cortland with the information for the Town Newsletter. Flyers have been printed and will be distributed to local businesses and various media will be contacted. Committee approved spending $250.00 for a quarter of a page, black and white print, in the Daily Chronicle.

ANNOUNCEMENTS/ADJOURNMENT
Meeting dates:

June 23, 2015 - Canceled
July 21, 2015
August 4, 2015
August 11, 2015

Moved by Judy Butler, seconded by Brad Stone and it was carried unanimously by a voice vote to adjourn the meeting at 8:36pm.

Judy A. Butler

Judy A Butler
Cortland Community Festival & Parade

Town of Cortland

Summer Fest 2015, August 14 & 15
Responsibilities

POLICE DEPARTMENT

Execute and Patrol parking area around park (closure of residential street parking)
Be a presence at fest, Friday and Saturday

FIRE DEPARTMENT

Fire truck and brush truck at fireworks on Friday night
Provide EMT services at fest, as needed
Radios:
1-Admission/ID table 1-Beer Garden

STREETS & MAINTENANCE DEPARTMENT

Layout and paint parking area
Lights for parking area
String of lights by Lions Den (north side of building)
Move picnic tables onto diamond
Block off Water Dept. parking lot
Deliver & set-up stage
Move stage to storage (after fest)
Trim trees & grass at park, as needed
Supply generators:
1-Water Dept. 1-Street & Maintenance Dept.
Burn Barrels
Car Show – Saturday (in outfield)

TOWN CLERK

Liquor License/Permit
Noise Ordinance

06/23/2015