



4th of July Parade Meeting Agenda
West Peoria City Hall
Tuesday, January 11, 2022 at 5:30 p.m.

1. Call to Order
2. Approval of minutes from November 9, 2021
3. 50th Anniversary Celebration Ideas
 - a. Special Invites
 - b. Float
 - c. Clydesdales
4. T-Shirts
5. Parade Handouts
6. Parade Route
 - a. Map - Auxiliary
 - b. Construction Coordination
7. Review Timetable
8. Old Business
 - a. Suggestions/Issues from 2019 Parade
9. Other Business

The next regular meeting will be held as needed.

Please join in person at City Hall or from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/583744285>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 866 899 4679

- One-touch: <tel:+18668994679,,583744285#>

Access Code: 583-744-285

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/583744285>

Notice of Potential Majority of Quorum of the City Council

In accordance with the provisions of 5 ILCS 120 (The Illinois Open Meetings Act), notice is hereby given that a majority of a quorum of the West Peoria City Council and its committees, may be in attendance at this meeting. This event is designed to discuss City matters according to Committee descriptions.



4th of July Parade Minutes
West Peoria City Hall
Tuesday, January 11, 2022 at 5:30 p.m.

Attendees: Mayor Dillon, Administrator Krider, Coordinator Pam Zych, City Clerk Margie Barnes, Marilyn Anders, Dan Morse, Alderpersons Abraham and Dohm, Bonnie Farrell, and Charles Hess.
Attending remotely: Sharon McBride, Alderpersons Silver, Mathewson, Reagan and Edmonds.

1. Mayor Dillon called the meeting to order at 5:30 p.m.
2. Margie Barnes made a motion to approve the minutes of the November 9, 2021 meeting, seconded by Marilyn Anderson. **Motion carried.**
3. 50th Anniversary Celebration Ideas
 - a. Special Invites. Mayor Dillon stated that with COVID things are uncertain in Ireland, but he still intends to invite the Clonmel Band back. Early invitations have been sent out to state and federal elected officials. **Follow-ups will be done in early April.**
 - b. Float. A sign-up sheet to help with the 50th anniversary float was circulated to everyone at the meeting. Anyone else interested in helping was asked to **contact Pam Zych, Coordinator.** Alderperson Dohm offered his trailer for the float. Hope to be able to decorate it at the City Garage.
 - c. Clydesdales. In response to asking if the Clydesdales could participate in our 50th anniversary parade, a representative from Brewers Distributing sent an email stating that he put in the request with no response yet, they were in the area twice this past year so may not be able, but he felt probably get a reply by February or March.
4. T-Shirts. After reviewing an in-house estimate and one from JAM for 1,000 t-shirts, it was concurred that the JAM quote was a better option. **The quantities and sizes will be determined after consulting with resources (i.e. Jim Spears). Like to start taking pre-orders early as possible.** Need to find out the lead time to make the t-shirts. Agreed to price the shirts to cover the costs. Various options were mentioned if there are additional funds from the sales. However, as there is a minimal budget for the Parade, it was felt the monies could be put back into the account for future parades expenses.
5. Parade Handouts. The packets included samples and pricing for can coolers (Koozies) and wristbands to hand out to onlookers. There were quotes from 3 sources. Awaiting JAM's quote, then determine vendor and quantities. Each Council member walking will be given a set quantity to hand out to onlookers.
6. Parade Route
 - a. Map – Auxiliary. Mayor confirmed Swords will be closed during the Parade. It was agreed that there will be signage and barricades needed along the route to limit cutting through. **Administrator Krider will prepare the map.** It was agreed that it will be important to put a statement in this year's letter advising of the access route change. Administrator Krider has emailed the Auxiliary about assisting this year and is **awaiting a response.**
 - b. Construction Coordination. Mayor Dillon announced that he has spoken to Illinois American. They have a project they say should be done by July. Believe as soon as weather allows will be

putting new service in front of every house on Alice and Idaho. The Mayor spoke with them about making sure the blacktop is done in time for the Parade.

7. Review Timetable. The committee reviewed the timetable that was included in the packet, starting from February thru day of the Parade. A few items were discussed:
 - May need extra porta-potty
 - Margie Barnes offered to help with the Judges
 - Bike patrol will be asked to deliver the Judges choices to the Flag ceremony as it worked well last time
 - Confirmed there is street marking paint and equipment at the City Garage
 - **Aldersperson Edmonds offered to loan a tent to cover the Registration/Sign-In table**
 - Confirmed we will have the candy this year as well since it's the 50th year
 - Due to COVID, we will need to check with the Health Department for handout clarification and our insurance carrier closer to the event in hopes that COVID rates will afford us the opportunity to hold our parade. There will be St. Patrick's Day and Memorial Day events preceding our event, which should give us an idea of how we can have a successful event.

8. Old Business. The committee reviewed suggestions/issues from the 2019 Parade
 - In response to a suggestion to have the Parade simulcast, Pam reached out to Randy Rundle, Midwest Communications Manager and Co-Host the Morning Mix 106.9. He stated that although they won't be able to put the parade on the radio, he has offered to do a Facebook live video stream of it, which would include the audio of the float-by-float description. He also offered to again be the MC.
 - The committee consented on doing a picture for the spring WPRA Newsletter showing the few volunteers we do have for the parade to let residents know we barely manage the parade and are begging for help. **Bonnie Farrell said she would be happy to work with the committee on this.**
 - As far as possibly limiting entries. It was felt it may be difficult and it was suggested to look at possible areas for pre-staging the large groups to make it easier to enter the parade.
 - It was agreed that there **needs to be more volunteers** for the staging area to keep general traffic out, people flowing in the right direction and helping with the stepping off of the entries in accordance with the line-up. Pam informed the group that she has submitted a formal request with Impact Peoria which is an organization that offers volunteers. **Awaiting response.**
 - The group liked the idea of inviting Msgr. Brownsey to deliver a short blessing over the parade at the start right after the Grand Marshal is announced.

9. Other Business
 - Street Markings: In response to Alderman Dohm's explanation as to why the entries would be better served if the line-up numbers could be placed closer to the street center, 10 ft. away from the curb as they would be easier to locate, a discussion ensued. In conclusion, it was agreed to go with the recommendation and enlist a Public Works vehicle to follow behind as the numbers are marked on the street to keep everyone safe. **Aldersperson Edmonds volunteered to assist with this process.**

- Administrator Krider suggested including in this year’s letter that the Grand Marshal announcement and a brief prayer will follow the commencement whistle to ensure no one steps off early.
- Since the Lion’s Club dissolved and Mark Wrhel is no longer assisting the committee, ***Clerk Barnes volunteered to make the sash with the medallion for the Grand Marshal this year.***

The next meeting was set for Monday, March 21, 2022 at 5:30 p.m. here at City Hall.

There being no further business, Marilyn Anderson made a motion to adjourn the meeting at 6:23 p.m., seconded by Sharon McBride. **The motion passed unanimously by voice vote.**

Submitted by,



Pam Zych
Deputy City Clerk

