

**CITY OF RIVERDALE  
FALL FEST PLANNING COMMITTEE  
MEETING MINUTES**

**PLACE:** Riverdale City Hall, 110 Manor Drive, Riverdale, Iowa

**DATE:** August 15, 2018    **TIME:** 5:00 P.M.

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Present:        Mark Griswold (Chair), Maggie Iverson, Kelly Krell, Teri Stickler

Guests:        Marie Randol

Absent:        Brian Ballard

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**1. WELCOME AND ROLL CALL**

The meeting began at 5:06 p.m. Griswold, Iverson, Krell, and Stickler were present; guest Randol was present. Ballard was absent.

**2. REVIEW/APPROVAL OF AGENDA**

There were no changes to the agenda requested.

**3. APPROVAL OF MINUTES**

Stickler moved to approve the meeting minutes from July 24 and July 26; with a unanimous vote, the motion passed.

**4. FALL FEST PLANNING**

The Committee reviewed/discussed the following Fall Fest items:

- Raffle – The committee discussed a request to sell raffle tickets at Fall Fest to benefit the Special Olympics, which was approved.
- Corporate Sponsors – The committee has not heard back from potential corporate sponsors; Krell will follow up with ARCONIC, MSA, Brenny's, and Schebler Company. She will ask Mr. Brenny about the potential use of golf carts, parade participation, and sponsorship.
- Parade – Ballard is working on securing a grand marshall(s) for the parade. Griswold indicates there may be grand marshall signage at City Hall; Krell will investigate. Ballard has secured the Eastern Iowa Color Guard for the parade, who will play the bagpipes.
- Information Booth –
  - Invasive Plants Handouts – Krell and Stickler will look to see who produced the invasive plants handouts that Stickler has and will contact them for digital copies for Fall Fest.
  - Voter Registration – Griswold will look into voter registration forms to have available at the information booth.

- Event Map/Parade Route - Krell created a two-sided event map/parade route flyer to be distributed at the information booth. She will touch up the aerial photos and add “community treats” to the map. She will add a yellow star labeled “you are here” to both sides of the flyer.
- Supplies – Krell will ask Blevins to gather emergency information packets, any remaining 2018 calendars, postcards, and any other city information that can be handed out. Krell will create an e-newsletter sign-up sheet.
- Volunteers – Volunteer opportunities are posted with the PVHS service learning program. Krell will touch base, in person, with the service learning coordinator. She will also see about posting the opportunity with Bettendorf High School’s program. Krell created an Event Set-Up handout to assist volunteers with set-up. She will make a few edits/changes and touch up the aerial photo.
- Grounds – Krell will clean up the landscaping around the Riverdale Bicentennial Park sign over the next couple of weekends. Stickler will put in a work order with the maintenance department to power wash the gazebo and shelter, remove the benches in the gazebo, and remove wasp nests in the gazebo and shelter, all during the week of the event. Krell will ask Long to ensure that Cribbs mows and trims at the parks the week of the event. Republic Services will drop off 6 recyclable trash bins for the event on Thursday, September 13, 2018.
- Traffic/Parking – Krell will ask maintenance and the fire department if there are any cones or barricades that can be put out to form a quasi-crosswalk from Volunteer Park to Bicentennial Park to slow down/alert traffic. She will make a handicap parking only sign for the parking lot in Volunteer Park.
- Flyer – Krell will add “service hours available” to the volunteer statement on the flyer. Once corporate sponsorship questions are answered, she will finalize and print the flyer that will be distributed to all residents on or about August 25/26, 2018. She will forward a copy to the Mayor, asking him to invite Mr. Seth Woods to the event.
- Budget/Vendors – The City Council approved the budget at the meeting on August 14, 2018. Krell reviewed the invoices and payments with the committee.

The Committee agreed that they should meet at the end of next week to plan the distribution of flyers to all residents, and again just before the event to finalize last minute-details.

## **5. ADJOURNMENT**

The meeting ended at 6:10 p.m.