



4<sup>th</sup> of July Commission  
May 9, 2018

6:30 p.m.

West Conference Room  
Civic Center  
3400 E. Howard Avenue

**Roll Call:** Barikisu Ailya, Angie Behnke, Kim Knaak, Gail Kovenbach, Terra Scott, Joel Sills, Richard Spear, Carrie Wisniewski, Melissa Drew, Alderman Drew

1. Call to Order
2. Minute Approval
  - April 17, 2018 - [4th of July Minutes 04-17-2018](#)
3. Discussion and Action Items:
  - Donations
    - ✓ Lenard Tool & Machine
    - ✓ PDQ Tooling
    - ✓ Dobie's Lounge
    - ✓ Redbar, LLC
    - ✓ Lakeside Centerless Grinding Co
  - Bank Account
  - Entertainment – Band
  - Fundraising
  - Time Line Tasks
  - Volunteers – Recruitment
  - Set-up
  - Vendors
  - Announcements – for day of event
  - Parade/Ice Cream
  - Opening Ceremony
  - Bike/Trike/Wagon Awards
  - Concessions
  - Children's Games/Inflatables
  - Craft Barn
  - Horseshoe Tournament/Bag Toss
  - Entertainment – Afternoon and Evening
  - Fireworks
  - Committee member responsibilities – day of event
  - Clean-up
  - Promotion/Advertising/Marketing
4. Adjourn

**PUBLIC NOTICE**

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300 Extension #4305. The meeting room is wheelchair accessible from the east and west entrances.

**NOTE:** There is a potential that a quorum of the Common Council may be present.

**MINUTES OF THE 4<sup>TH</sup> OF JULY COMMISSION MEETING HELD  
APRIL 17, 2018**

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Present: Angie Behnke, Kim Knaak, Gail Kovenbach, Terra Scott, Joel Sills, Richard Spear, Carrie Wisniewski, Melissa Drew, Alderman Drew

Also Present: City Clerk/Treasurer Uecker, Mayor Tutaj, Alderwoman Schandel

The meeting was called to order at 8:05 p.m.

Election of Chairperson:

Moved by Gail Kovenbach, seconded by Richard Spear to nominate Kim Knaak as Chair. Motion carried.

Review of Code of Ethics:

The Commission members all received a copy of the City of St. Francis Code of Ethics.

Donations:

Donation letters have been sent out to area businesses. As of today's date, two donations have been received. It was discussed that the Commission members could call businesses that didn't send in a donation to ask for one personally.

Bank Account:

The Commission has an account at Trustone Credit Union. With the switch over to the City handling the financials for the Commission, this account will need to be closed out. Gail Kovenbach stated that she can go to the Credit Union and close the account and then turn the funds over to the City where it will be deposited into a dedicated account for the 4<sup>th</sup> of July.

Approval of Expenditures and Down Payments for 2018 Event:

The big items that need to be addressed are: Band; Jo-Don Farms and; Fireworks.

- Band: 76 Juliette has been contacted. The fee is \$1750 to perform from 5:30 – 9:30 p.m. Melissa Drew stated that she also has a contact with another band and will check into their availability and pricing. She will report back at the next meeting.
- Jo-Don Farms: Gail stated that a deposit is needed to hold the date. She is also going to ask Jo-Don and the inflatable company if they would participate for 3 hours instead of longer. KC Inflatables is \$1025 for the day.
- Fireworks: This is a year by year contract so there is no set amount that has to be spent. They can be scaled back if needed to fit into the budget. The money budgeted from the City (\$7,000) will be used for the fireworks).

A discussion was held on potentially changing the starting time of the events to 1:00 p.m. There is a huge lag in time between the parade and afternoon events. Terra posed the question as to who does the Commission engage the adults so they stay at the park. A bean bag tournament was discussed to help fill that gap.

Parade:

Discussion was held on how to make the parade longer. Angie suggested reaching out to other groups that are potentially participating in the Cudahy parade. The timing would work that they could do the St. Francis parade and then head right over to the Cudahy parade.

Fundraising:

Richard Spears suggested having a 50/50 raffle the day of the event. He was going to reach out to the St. Francis Lion's Club to see if they would do the raffle for the Commission.

Moved by Richard Spear, seconded by Melissa Drew to authorize the expense of \$7,000 on fireworks for the 2018 4<sup>th</sup> of July. Motion carried.

Adjourn:

Moved by Alderman Drew, seconded by Melissa Drew to adjourn. Motion carried.

Time: 9:03 p.m.