



4th of July Commission
May 16, 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
 - May 9, 2018 - [4th of July Minutes 05-09-2018](#)
3. Discussion and Action Items:
 - Donations
 - Entertainment – Band
 - Fundraising
 - Announcements – for day of event
 - Parade/Ice Cream
 - Opening Ceremony
 - Concessions
 - Craft Barn
 - Horseshoe Tournament/Bag Toss
 - Entertainment – Afternoon and Evening
 - Fireworks
 - 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 4TH OF JULY COMMISSION MEETING HELD
MAY 9, 2018**

Present: Kim Knaak, Gail Kovenbach, Richard Spear, Carrie Wisniewski, Melissa Drew, Alderman Drew

Excused: Angie Behnke

Also Present: City Clerk/Treasurer Uecker

The meeting was called to order at 6:36 p.m.

Let the record indicate that Carrie Wisniewski participated in the meeting via telephone.

Minutes:

Moved by Richard Spear, seconded by Gail Kovenbach to place on file the minutes of the 4th of July Commission meeting held April 17, 2018. Motion carried.

Donations:

Mayor Tutaj is working on assisting the Commission in securing more donations. Letters had been sent out and to date, \$525.00 has been received. Thank you notes have been sent to the donors.

Bank Account:

The Commission has an account at Trustone Credit Union. Gail has closed the account and \$1462.97 has been deposited into the 4th of July Revenue Account with the City.

Food:

The Landing has been approached to potentially run the food booth for the day. They would be required to give a percentage of the profits to the Commission. Carries suggested that maybe in the future there could be multiple vendors who would all give back a percentage of the proceeds. Alderman Drew suggested having food trucks at the park – it would give people a variety of choices and may be a draw for people to come to the park. Alderman Drew and Melissa will check into the feasibility of having them at the event.

Band:

Gail is going to get the contract for 76 Juliette. The quoted price is \$1750.

Parade:

Kim contacted Mayor Hoenfeldt from the City of Cudahy. She asked about the cost of their parade. She reported that Cudahy contributes about \$20,000 to the event annually. She also noted that Cudahy had a simple application for people who wanted to participate in the parade. She is going to create one for St. Francis and then the Commission can solicit participants for our parade. The goal would be to make the parade a bit bigger – and longer. Melissa is going to be the lead for the parade and will contact those who participated last year to see if they are interested in this year's parade. It was also discussed that local businesses be approached to have a presence in the parade.

Events:

Moved by Richard, seconded by Alderman Drew to approve the contract with KC's inflatables, LLC for \$1025 and that the down payment is submitted to the City for payment. Motion carried.

Gail will contact JoDon Farms to get a contract for the event and will have it for the next meeting for action.

Kim will also reach out to City Engineer Dejewski regarding port-o-lets and hand washing stations. There is a letter that has been used in the past requesting all the City services that are needed. Kim will update that and get it to the Common Council for approval.

It was also discussed to contact Category X to see if they would perform during the day. Potential time would be 11:30 – 2:00 p.m. This would help fill the "void" that many feel happens after the parade and before the Dance-Off and other activities start. Perhaps a local business would sponsor the band and it could be advertised throughout the day that the band was sponsored by that business. Kim is going to email Category X and see if that is a viable idea and will report back at the next meeting.

Marketing:

Discussion was held on setting up a 4th of July Commission Facebook page. City Clerk/Treasurer Uecker suggested that it all be on the City's Facebook page and that the City would take care of posting updates to the page. Since it is a City sponsored event, it was felt it should fall under the City's page.

Fundraising:

Richard had checked with the St. Francis Lions Club about running a 50/50 raffle at the event. He reported that the Lion's felt it would be easier if the Commission got their own raffle license and did it because if the Lion's did it, the Commission would have to wait until after the event to get paid from the profits. More checking will be done on this.

Beer:

Alderman Drew is going to take the Responsible Beverage Servers course and apply for a Beverage Operator's License. It was discussed that maybe some already licensed Operator's in the City could be contacted to volunteer so that we have back-up licensed servers in case Alderman Drew gets called away during the day. Gail stated that the beer and soda needs to be ordered this month.

Adjourn:

Moved by Gail Kovenbach, seconded by Richard Spear to adjourn. Motion carried.

Time: 8:07 p.m.