



4th of July Commission June 21, 2018

7:30 p.m.

West Conference Room
Civic Center
3400 E. Howard Avenue



Roll Call: Angie Behnke, Kim Knaak, Gail Kolvenbach, Terra Scott, Joel Sills, Richard Spear, Carrie Wisniewski, Daniel O'Brien, Melissa Drew, Alderman Drew

1. Call to Order
2. Minute Approval
 - June 6, 2018 - [4th of July Minutes 06-06-2018](#)
 - June 13, 2018 - [4th of July Minutes 06-13-2018](#)
3. Discussion and Action Items:
 - Donations - updates
 - Beer/Soda/Food – list remaining items
 - Facebook - Event update(s); other promotion/advertising/marketing
 - Parade updates
 - Firework updates
 - Entertainment – Band updates
 - Horseshoe Tournament - money/trophy update
 - Schools/volunteers
 - Fundraising requests - updates
 - Announcements – for day of event
 - Opening Ceremony/Ice Cream
 - Who will be the speaker
 - Volunteers
 - Craft Barn - orders
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 JUNE 6, 2018

Present: Kim Knaak, Gail Kolvenbach, Carrie Wisniewski, Melissa Drew, Alderman Drew, Angie Behnke

Excused: Richard Spear, Dan O'Brien, Terra Scott, Joel Sills

Also Present: City Clerk/Treasurer Uecker, Rick Hackl

Chairperson Knaak called the meeting to order at 7:40 p.m.

Minutes:

Moved by Alderman Drew, seconded by Gail Kolvenbach to place on file the minutes of the 4th of July Commission meeting held May 30, 2018. Motion carried.

Beer – ordered the same as last year from Beer Capital. Ordered 20 ounce plastic cups as well. Having wrist bands for 21 and older being used. Discussion was held about having a table to get the wristband prior to getting to the bar station. It was felt that it should be up to the bartenders to check ID's and give out the wristbands. A hand stamp was also suggested. Kim is going to look for a stamp as it would be easier and cheaper. Gail asked if Beer Capital was going to provide posters like they did in the past. Once we have the posters, Commission members can distribute them to area businesses. It was also discussed about raising the price of the beer. Currently the price is \$3 a cup and \$15 for a pitcher with refills at \$12. Changing the price of the beer will be discussed at the next meeting.

Facebook – Melissa created an event for dogs in the parade. Kim stated that it needs to go through the City's Facebook page, not an independent page/event. She also asked if the City could create an event section on the City page to be able to have people follow and like the event. Discussion was held on having the "Patriotic Pooch" dogs walking in the parade. Concern was about liability as well as dogs leaving a mess on the street or in the parks. It was decided to not have the dogs in the parade this year.

Fireworks – Rick Hackl joined the meeting. He will have the contract to the City by Friday. Volunteers are needed to help clean up the area after the fireworks. The City will need to contact The Protestant Home to get permission to shoot off the fireworks on their property. Sand has been ordered for the shoot site. The City needs a copy of the letter sent to Sievert.

Parade – There are no animal units in the parade, so the Highway Department doesn't need to provide a street sweeper. The parade route will not change this year. City Engineer Dejewski and Captain Hunter suggested closing east bound Howard Avenue to Kinnickinnic Avenue and the parade could start at Caulfield Avenue. The parade would go Howard Avenue to Packard to Lunham Avenue into the park. Melissa is still working on getting participants. Redbar has agreed to sponsor the polka band in the parade for \$350. Discussion was held on how the parade was staged. There is a lineup from prior years that will be followed.

Band Update – we have received the W9 from LG and Bill, one of the bands. Prown to Sorrow will sing at the Opening Ceremony.

Horseshoe Tournament – Carrie sent all the information to Kim regarding the King Pins tournament. Sign up is between 12-1 with the tournament starting at 1.

Food – Richard spoke to Millie’s regarding buns. They don’t have the big crates, but would give a good price on the packaged buns. Alderman Drew is looking for a vendor for cotton candy, etc. Volunteers are still needed for the concession stand. Rick Grubanowitch has found volunteers for the beer stand.

Food List:

Hot Dogs

Brats

Burgers

Nachos

Baked Potatoes

Popcorn

Chips/Cheetos

Fun Fruits

Airheads

Soda

Water

Juice Jugs

Giant Freeze Pops

Moved by Alderman Drew, seconded by Gail Kolvenbach to adjourn. Motion carried.

Time: 9:07 p.m.

MINUTES OF THE 4TH OF JULY COMMISSION MEETING HELD JUNE 13, 2018

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

Excused: Gail Kolvenbach, Richard Spear, Anne Uecker

Chairperson Knaak called the meeting to order at 7:39 p.m.

Terra Scott was the recording secretary for the meeting.

Minutes:

No minutes were approved as they were not in the packet. They will be included for approval at the next meeting.

Beer:

Kim found a stamp in the 4th of July supply bin that could be used to hand stamp attendees over the age of 21. The Committee needs to ask if it had been used by King Pins and if they need it for this year's event. Discussion was held on whether or not to increase the price of the beer for 2018.

Moved by Alderman Drew, seconded by Carrie Wisniewski to keep beer prices the same for 2018. Motion carried.

Signage:

Kim has spoken to Damien and he will be sending her pricing for signs.

Fireworks:

Kim is going to email the Certificate of Insurance for the fireworks to the School District as soon as it is received from Rick Hackl.

Facebook:

An Event Page was created on the City's Facebook page by Rebecca Gagnon. The event page will be shared with parade participants so they can share it as well and get more publicity.

Parade:

The route will be the same as was set at last week's meeting. The St. Francis Color Guard and Papa Murphy's have confirmed that they will participate. Melissa gave an update on the parade participants and contacts. Alderwoman Schandel needs a ride for the parade. She is unable to walk the route due to health reasons. No solution was decided on at this point.

Shirts:

There are shirts left over from past years that can be given to the volunteers. The Commission members will get new shirts ordered.

Moved by Terra Scott, seconded by Alderman Brickner to approve the purchase of shirts for the 4th of July Commission members. Motion carried.

Volunteers:

Discussion was held on how many more volunteers were needed. Beer sales are covered, but kitchen volunteers are still needed. Clean-up crew is still needed and it was discussed that it would be best to clean up right after the event.

Food:

Melissa stated that Marco Polo and Mr. Guy's Pies Food Trucks are confirmed to be at the park. Sweet Rings Donuts are 99% sure they will be there as well. Pop's Popcorn is going to do cotton candy and Kim will call and confirm as they said they would be at the All Abilities Playground event earlier in the month and didn't show up.

The Commission then reviewed the food list for the concession stand. It was decided to stay with the same amount of brats and nachos as last year and do 9 boxes of hotdogs. Having a popcorn machine was talked about – the Lions Club has a machine that may be able to be borrowed. LaFinca will be on the grounds and have coffee. Angie is going to call about Millie's.

Moved by Terra Scott, seconded by Alderman Drew to approve the purchase of food as discussed. Motion carried.

Miscellaneous:

Melissa indicated that State Farm Insurance wants to have a booth with contests and giveaways. The Face Painter is all set as well.

The next Commission meeting will be on June 21st at 7:30 p.m. Several of the Commission members will go shopping for food/supplies prior to the meeting.

Moved by Alderman Drew, seconded by Angie Behnke to adjourn. Motion carried.

Time: 8:49 p.m.