



4th of July Commission June 28, 2018

5:30 p.m.

Milton Vretenar Memorial Park
4230 South Kirkwood 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 21, 2018 - [4th of July Minutes 06-21-2018](#)
3. Discussion and Action Items:
 - Beer/Soda
 - Food
 - ✓ Pricing of items
 - ✓ List of what else is needed
 - ✓ Set-up and prep
 - Parade
 - ✓ Staging/Check-In
 - ✓ Line up
 - ✓ Timing
 - Entertainment
 - ✓ Line-up
 - ✓ Times – who will be the on ground “point” person
 - Horseshoe Tournament
 - ✓ Set-up – who will be the on ground “point” person
 - Volunteers
 - ✓ Schedule of who is volunteering and where
 - ✓ Orientation – before each shift who will let volunteers know their responsibilities
 - Announcements – for day of event
 - ✓ Timing of when they will be done
 - ✓ Recognition of donors
 - Opening Ceremony/Ice Cream
 - ✓ Who will be handing out ice cream
 - ✓ Agenda for Opening Ceremonies – introduction of Elected Officials
 - Craft Barn
 - ✓ Set-up of activity area
 - ✓ Ordering of crafts – what/quantity
 - Set-Up
 - ✓ Volunteers to help
 - ✓ Set time for set-up/organization of areas
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.

MINUTES OF THE 4TH OF JULY COMMISSION MEETING HELD JUNE 21, 2018

Present: Kim Knaak, Angie Behnke, Carrie Wisniewski, Daniel O'Brien, Joel Sills, Melissa Drew, Alderman Drew

Also Present: City Clerk/Treasurer Uecker

Excused: Gail Kolvenbach, Terra Scott, Richard Spear

Chairperson Knaak called the meeting to order at 7:41 p.m.

Minutes:

Moved by Alderman Drew, seconded by Melissa Drew to place on file the minutes of the 4th of July Commission meetings held June 6, 2018 and June 13, 2018. Motion carried.

Donations:

Donations are still coming in. To date we have received \$4,990. Bear Development has stated they would be sending in a check for \$200.

Beer/Soda/Food:

Chairperson Knaak stated that prior to the meeting several Commission members did go to Restaurant Depot and started the shopping. So far the cost for food is \$695. Mayor Tutaj has secured a donation from Supreme Meats for 5 cases of pizza burgers.

Dan O'Brien is going to order the potatoes and has offered to bake them in his restaurant ovens. He is also going to price brats and hot dogs. He will be supplying the buns for the burgers and brats/hot dogs as well.

Beer has been ordered and the discussion was then on soda – cans or using a machine. While buying the syrup and mixing the soda with the tap machine may be cheaper, it would be harder to keep cold and it probably wouldn't be "name brand" soda. Soda can be provided through Pepsi and they would deliver it to the park. Kim was going to check on pricing, as was Dan, and then the Commission could decide next week and have it delivered right to the park and no one would have to go buy it and haul it.

Parade Update:

As of today, there are 60 units in the parade. Melissa is going to start working on the parade line-up.

Volunteers:

Volunteers are desperately needed in the concession stand. A minimum of 6 per shift are needed. Anne is going to send out an email to all the Civic Association members to see if we can get some volunteers.

Miscellaneous:

All the trophies have been ordered by Gail. A discussion was held on having vendors on the grounds selling retail items. Several have approached Melissa but the Commission felt that because it wasn't advertised that there would be a Retail Area, it shouldn't be allowed in 2018 but definitely something to consider for the 2019 event.

Next Meeting:

The next meeting is going to be held at Vretenar Memorial Park so the Commission can see how Concert in the Park runs the kitchen as well as to see what is all available. The meeting will start at 5:30.

Adjourn:

Moved by Alderman Drew, seconded by Carrie Wisniewski to adjourn. Motion carried.

Time: 9:00 p.m.