



Celebration Committee May 1, 2019

6:00 p.m.

West Conference Room
Civic Center
3400 E. Howard Avenue



Roll Call: Kim Knaak, Melissa Drew, Joy Chappell, Carl Chappell, Carrie Wisniewski, Matt Jasinski, Alderman Drew

1. Call to Order
2. Approval of Minutes – 04/17/2019 - [Celebration Minutes 04-17-2019](#)
3. Discussion and Action Items:
 - Food Truck Event
 - Application
 - Map
 - Volunteers
 - Beer
 - Entertainment/Bands
 - Application
 - Lineup
 - Parade
 - Application
 - Lineup
 - Person in charge to stage/release parade
 - Schools/volunteers
 - Excel spreadsheet
 - Donations
 - Donation Letter
 - Fireworks
 - Email to Mark Johnsrud
 - Finance (account update)
 - If time allows otherwise table for next meeting
 - Barn redesign
 - Horseshoe/Bags Tournament
 - Beer/Soda/Food
 - Promotion/Advertising/Marketing
 - Ice Cream – Ordered
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 CELEBRATION COMMITTEE MEETING HELD APRIL 17, 2019

Present: Kim Knaak, Melissa Drew, Carrie Wisienwski, Matt Jasinski, Alderman Drew, Joy Chappell (on phone), Carl Chappell (on phone)

Also Present: City Clerk/Treasurer Uecker, Mayor Tutaj, Richard Spear

Chairwoman Knaak called the meeting to order at 6:05 p.m.

Moved by Alderman Drew, seconded by Melissa Drew to place on file the minutes of the Celebration Committee meeting held March 13, 2019. Motion carried.

Richard Spear appeared to offer his 41+ years as a 4th of July Commission member to the Committee. He was thanked for his years of service to the City.

Food Truck Event:

The date has been scheduled for May 17th at Vretenar Memorial Park. As of right now, one food truck has been booked and Matt will forward a list of other food truck vendors to Kim to reach out to see if they are interested in attending the event.

Discussion was held on what the percentage of sales should be given back to the Celebration Committee for this event. Originally it was discussed as 25% but after further research that percentage was felt to be too high. It was decided by the Committee that the food trucks would be charged 15% of sales for the event and it would be done on an honor system.

An idea for a future fundraising event would be a vendor fair.

Volunteers:

Kim is creating a Facebook spreadsheet with all City events to ask for volunteers for any and all City events this summer. It will include what event they would like to volunteer for and what they would like to do – set up, tear down, work in the food booth, etc.

Prior to the event, there will be a mandatory training meeting for all volunteers. Items that will be discussed include an explanation of duties and responsibilities that each volunteer will have, required clothing for working in the kitchen, and expectations for the day.

Beer:

A letter will be sent to the License Committee for approval of a license and it was suggested that several more licensed bartenders volunteer for the 4th of July so there is consistent, constant coverage.

Entertainment:

Discussion was held on what bands to have during the day of the 4th of July event. LJ & Bill with Roi has indicated that they would perform again and would charge the same as last year which was \$500. Carrie will put out a Facebook blast on the Redbar page looking for bands who would be interested in performing that day. It was thought that there could be several bands during the day and then

potentially a DJ at night. A DJ could “read” the crowd and play music that would keep them entertained and at the park until the fireworks.

Parade:

An updated application has been created and will be sent out to past participants. It was also discussed that volunteers are needed to stage and release the parade units. Committee members had done it in the past and that was just not the best solution.

Adjourn:

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

Time: 7:20 p.m.