



## Celebrations Committee June 2, 2019

11:00 a.m.

Redbar (redbar)  
2245 E. St. Francis Ave.  
St. Francis, WI 53235



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

1. Call to Order
2. Minute Approval
  - May 1, 2019 - [Celebration Minutes 05-01-2019](#)
  - May 15, 2019 - [Celebration Minutes 05-15-2019](#)
3. Discussion and Action Items:
  - Food Truck Event
    - Totals from event
    - Good/bad/changes
  - Parade
    - Applications (update)
    - Person in charge to stage/release parade
  - Barn redesign
  - Horseshoe/Bags Tournament
  - Beer/Soda/Food
  - Finance - account update - [05-31-2019 Financial Update](#)
  - If time allows otherwise table for next meeting
    - Fireworks update
    - Entertainment/Bands update
    - Additional Donation resources
    - Volunteers update
    - 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 MAY 1, 2019

---

Present: Kim Knaak, Melissa Drew, Alderman Drew, Joy Chappell, Carl Chappell

Also Present: City Clerk/Treasurer Uecker

Chair Knaak called the meeting to order at 6:08 p.m.

Moved by Joy Chappell, seconded by Alderman Drew to place on file the minutes of the Celebration Committee meeting held April 17, 2019. Motion carried.

### Food Truck Event:

As of the meeting, 4 food trucks have confirmed for the event. Committee members are still reaching out to increase that number. Confirmed are: Rollin' Smoke, Rolling Cones, Double B's BBQ and Little Havana. Trucks will be charged either 15% of sales or a flat rate of \$150.

Discussion was held on having a silent auction/basket raffle. City Clerk/Treasurer Uecker did contact the City Attorney to make sure that a license wasn't needed. At this point, the Committee should be able to go ahead with the raffle.

Volunteers are needed for the raffle table and for beer sales. Alderman Drew, Joy Chappell and Carl Chappell will all be getting Beverage Operator's licenses so the Committee should be covered for future events.

The Temporary Class "B" license has been applied for. Once the license is granted, beer can be ordered. It was discussed to have only 3 types of beer and then a cider type beverage.

### Entertainment:

For the 4<sup>th</sup>, LJ & Bill with Roi will submit a contract in the amount of \$500 and will perform from 12-2:30 p.m. The contract from Double Cross will go to the Common Council for approval and they will play from 4:00-6:30 p.m. Joy has some contacts with DJ's for the evening's event and will bring pricing to the next meeting. It was discussed that during the actual fireworks, the DJ could play patriotic music in the background to enhance the fireworks. The Poms are set to perform at 3:00 p.m.

### Parade:

Applications have been sent to all past participants. As they come in the spreadsheet will be updated so the Committee can track who will be in the parade.

### Fireworks:

City Administrator Johnsrud is contacting the property owners for permission to shoot off the fireworks. The County permit is in process. City Administrator Johnsrud has also given permission to Rick Hackl to order the fireworks in the amount of \$7,000.

### Adjourn:

Moved by Alderman Drew, seconded by Carl Chappell to adjourn. Motion carried.

Time: 7:24 p.m.

## **MINUTES OF THE CELEBRATION COMMITTEE MEETING HELD MAY 15, 2019**

---

Present: Kim Knaak, Melissa Drew, Alderman Drew, Joy Chappell, Carrie Wisniewski, Matt Jasinski

Also Present: City Clerk/Treasurer Uecker

Excused: Carl Chappell

Chair Knaak called the meeting to order at 6:34 p.m.

### Food Truck Event:

Chair Knaak reported that 15 trucks have confirmed for the event. Trucks can start arriving at 3:30 p.m. There are also 10 direct seller vendors that will be in the barn. The vendors are paying \$25 per table and are also donating an item to the Silent Auction. The Committee is going to ask the Police Department to use their portable sound system so music can be played and if announcements need to be made. Beer has been ordered along with White Claw – all will be sold for \$4.00/can.

### Entertainment:

LJ & Bill with Roi have submitted their contract for the 4<sup>th</sup>. They will perform from 12:00 – 2:30 p.m. for \$500.00. The Committee also received a contract for DJ services from Alioto Entertainment. Services will be \$100.00/hour.

Moved by Joy Chappell, seconded by Melissa Drew to recommend the approval of the DJ Contract from Alioto Entertainment in the amount of \$100/hour. Motion carried.

### Parade:

Applications have been sent to all past participants and are coming in. Discussion was held on needing to find someone who can release the parade units so that Committee members can be up at the park.

### Volunteers:

A survey was sent out on the Celebrations Facebook page and shared on several other pages looking for volunteers. Some responses have come back. Both Carrie and Matt are reaching out to their contacts for more volunteers for the day.

### Donations:

Letters have been sent to all St. Francis businesses and some checks have come in.

### Fireworks:

Rick Hackl joined the meeting and has ordered the fireworks. He stated that if donations were received for the finale, he could order more fireworks.

Discussion was held on using the cornhole games that St. Francis Day's has for the Food Truck Event. Rick stated that he would have them available for use. It was also discussed to have a joint Food Truck/Octoberfest type event in the fall with the Celebrations Committee, St. Francis Day's and Music in the Park. A date is being worked on.

Adjourn:

Moved by Alderman Drew, seconded by Joy Chappell to adjourn. Motion carried.

Time: 7:30 p.m.

<b>Date</b>	<b>Transaction</b>	<b>\$ Amount</b>
1/1/2019	Carry Over - 2018	\$3,054.26
2/14/2019	Milwaukee Admirals	\$200.00
5/14/2019	Associated Bank - Food Truck Start Up	-\$250.00
5/15/2019	Lenard Tool	\$75.00
5/20/2019	Food Truck Event	\$505.00
5/24/2019	Christine Cavallaro	\$100.00
	Rollin Smoke, LLC	\$75.00
	Drs. Stiglitz and Young	\$100.00
	Airport Animal Hospital	\$75.00
5/29/2019	Dobie's Lounge	\$100.00
	Balance	\$4,034.26