



Celebrations Committee November 6, 2019

6:00 p.m.

Civic Center West Conference Room
3400 E. Howard Ave.
St. Francis, WI 53235

Roll Call: Kim Knaak, Rick Grubanowich, Matt Jasinski, Catherine Jozwik, Trish Wimer, Carrie Wisniewski, Alderman Drew

1. Call to Order
2. Minute Approval:
 - September 11, 2019 - [Celebrations Minutes 09-11-2019](#)
 - September 25, 2019 - [Celebrations Minutes 09-25-2019](#)
 - October 9, 2019 - [Celebrations Minutes 10-09-2019](#)
 - October 23, 2019 - [Celebrations Minutes 10-23-2019](#)
3. Discussion and Action Items:
 - Finance - account update
 - Fundraising
 - Redbar Jukebox Bingo
 - Redbar/Saucy Swine – Delivery update
 - Rick – business donation requests
 - Kim – Cousin's Update
 - Budget
 - Update of wants/needs
 - Approval of order items
 - Parade Application
 - Updated listings
 - Procedure leading up to events
 - Update from Matt from meeting with Kim (if avail)
 - FD Tour update from 11/5
 - Google Docs Spreadsheet & Folders
 - Requests? Updates
 - Areas of focus for December 7, 2019
 - Volunteers
 - Delegating tasks
 - Interested individuals for open committee positions
 - Parade
 - Decorations
 - Garage organization

- Inventory needed that was taken
- Cookies
- Hot Cocoa
- Hot Cider
- Family Savings Bags
- Additional Areas of focus

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
SEPTEMBER 11, 2019**

Present: Kim Knaak, Joy Chappell, Carl Chappell, Rick Grubanowitch, Matt Jasinski, Alderman Drew

Also Present: City Administrator Johnsrud, City Clerk/Treasurer Uecker

Excused: Carrie Wisniewski

Chair Knaak called the meeting to order at 6:02 p.m.

Finance – Account Update:

City Administrator Johnsrud explained to the Committee the history of the prior 4th of July Committee and how they ran which was more like a personal checking account. The City took over the financials for the Committee because of an auditor recommendation. The in the current City of St. Francis Budget, the Revenues/Expenditures are balanced and there is additional funding for the fireworks. He explained that there are no carry over of funds. The goal is to have the event break even annually.

4th of July Entertainment:

The Common Council approved the contract for the band (Cherry Pie) and a deposit will be sent.

Fundraising:

Carrie is working on organizing a Poker Run for the week of Halloween.

For the Sunday Funday Food Truck Event, no food trucks have expressed interest. If there are none signed up by the next meeting, the event will be canceled.

Parade Applications:

Jen's Sweet Treats will be collecting toys along the parade route.

Donations:

Letters were mailed to local businesses on September 6th. The letter can be used by Committee members to send to people they know for donations.

Google Docs:

All members should have access. Please update any information or add notes regarding items you did, contacts made, etc.

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

Time: 7:36 p.m.

**MINUTES OF THE CELEBRATION COMMITTEE MEETING HELD
SEPTEMBER 25, 2019**

Present: Kim Knaak, Joy Chappell, Carl Chappell, Rick Grubanowitch, Alderman Drew

Also Present: City Clerk/Treasurer Uecker

Excused: Carrie Wisniewski, Matt Jasinski

Chair Knaak called the meeting to order at 6:01 p.m.

Finance – Account Update:

As of today's date, \$1079 has been received in donations.

Fundraising:

- Poker Run – No update
- Sunday Funday Food Truck Event – cancelled

Discussion was held on doing another Cousin's night for donations. Kim will coordinate that and will also check on doing a donation night at Culvers. It was also discussed about approaching local restaurants that do have a delivery option and doing a "Grub Hub Delivers" type event where all donations for delivery service would go to the Celebrations Committee. Alderman Drew is going to call around and see if any local restaurants would be interested.

Parade Applications:

The Committee has received an application from Leslynettes Baton Twirlers. The participation fee is \$450. It will be placed on the next agenda for action.

Kim has reached out to several radio/TV personalities and Alderman Drew is working with Jellystone for the Santa sleigh.

Procedures Leading up to Event:

Kim and Matt are working on a document that will assist the Committee. It will be broken down by month before/week before/day of. It can be used as a planning tool going forward.

Areas of Focus:

- Need to organize the shed and get an inventory of what the Committee all has in there
- Need to start recruiting volunteers
- Need to set the theme for the Christmas Parade event

Discussion was held on getting volunteers to help decorate the Fire Department Bay. Potentially the Committee could reach out to the Beautification Committee for help. Jen's Sweet Treats will be donating cookies again this year. The Committee also thought that making our own hot chocolate – so we don't run out immediately – would be a good thing.

Family Savings Bags:

The Committee needs to start looking for donations for the bags. All donations can be dropped off at City Hall.

Christmas Event – Fire Bay:

Alderman Drew stated that we need to figure out better lighting and a PA system for the event. It was also discussed about having a Christmas movie playing so small children could sit and watch that as well.

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

Time: 7:14 p.m.

**MINUTES OF THE CELEBRATION COMMITTEE MEETING HELD
OCTOBER 9, 2019**

Present: Kim Knaak, Rick Grubanowitch, Matt Jasinski, Alderman Drew

Also Present: City Clerk/Treasurer Uecker

Excused: Carrie Wisniewski

Chair Knaak called the meeting to order at 6:03 p.m.

Chair Knaak informed the Committee that Joy and Carl Chappell have resigned from the Committee.

Finance – Account Update:

As of today's date, \$1904 has been received in donations.

Fundraising:

- Poker Run – no update as of yet and the Committee is looking at other options
- Donation Buckets – Rick will come up with some containers to decorate and put out at local businesses for donations
- Local Restaurant Donation Nights – Cousin's Subs is set for October 30th from 4-8 p.m. Kim and Carrie will check with other restaurants to see if we can do more before the Christmas Parade
- Papa Louigi's Update - Alderman Drew said that he contacted them about doing the "Grub Hub Delivery" and they were not interested. Redbar/Saucy Swine will do it on November 2nd and 3rd and see how it works.

Several local businesses have promised donations, but all have not been received as of yet. Rick has approached 82 businesses for donations.

Budget:

Chair Knaak has reviewed all the receipts from last year's event but hasn't put them into a spreadsheet as of yet. She will prepare a budget and have it for the next meeting.

Parade Applications:

Moved by Alderman Drew, seconded by Rick Grubanowitch to recommend to the Common Council to approve the \$450 fee for the Leslynettes to perform in the 2019 Christmas Parade. Motion carried.

Moved by Rick Grubanowitch, seconded by Alderman Drew to recommend to the Common Council to approve the \$250 fee for Salsa Brositas to perform in the 2019 Christmas Parade. Motion carried.

Alderman Drew is still working with Jellystone to get the Santa Sleigh.

Procedures Leading up to Event:

Chair Knaak and Matt are still working on the document and will have an update for the next meeting.

Miscellaneous:

The Committee still needs to go through the storage garage to inventory what is all there. That way we will know what needs to be ordered for the 2019 event.

Moved by Alderman Drew, seconded by Matt Jasinski to adjourn. Motion carried.

Time: 6:54 p.m.

**MINUTES OF THE CELEBRATION COMMITTEE MEETING HELD
OCTOBER 23, 2019**

Present: Kim Knaak, Rick Grubanowitch, Carrie Wisniewski, Alderman Drew

Also Present: City Clerk/Treasurer Uecker

Excused: Matt Jasinski

Chair Knaak called the meeting to order at 6:02 p.m.

Finance – Account Update:

As of today's date, \$3824 has been received in donations and Rick stated more will be coming. As of now, only \$700 has been expended.

Fundraising:

- Poker Run – Cancelled

Alderman Drew stated that he couldn't get any other restaurants interested in doing the delivery idea. Redbar/Saucy Swine will advertise free food deliver for November 2nd and 3rd. Carrie will be the point person for the event. Drivers are needed for both days – Rick has volunteers to cover Sunday and Alderman Drew will cover Saturday but need more drivers.

Donation Night at Cousin's Subs will be October 30th from 4-8 p.m. Chair Knaak had applied for a grant from South Shore Soup, but we did not receive it. Discussion was also held on doing a donation night at Swayz's as well.

Budget:

Chair Knaak had a breakdown of expenses from last year. She has an idea of what quantities will need to be ordered as far as cookies, etc. There are items left over from last year that we can use as well. She started a "wish list" on Amazon – but the order will depend on if the theme is changed from Winter Wonderland to something else. Rick felt we should keep the same theme.

She also asked the Committee members to submit any "want" items so it can be budgeted for.

Parade Applications:

There are no new applications since the last meeting. St. Francis High School hasn't responded as far as having the choir perform at the after parade event.

Family Gift Bags:

Donations are coming in, but more are needed.

Volunteers:

Volunteers are needed to wear the Elf costumes as well as help the day of the event. Committee members were going to work on recruiting them and add volunteers to the Google Docs spreadsheet.

Moved by Alderman Drew, seconded by Rick Grubanowitch to adjourn. Motion carried.

Time: 6:51 p.m.