



Celebrations Committee November 20, 2019

6:00 p.m.

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

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

1. Call to Order
2. Approval of minutes from 11.6.19 meeting - [Celebrations Minutes 11-06-2019](#)
3. Discussion and Action Items:
 - Finance - account update
 - Fundraising
 - Rick – business donation requests
 - Family Savings Bags update
 - Budget
 - Update of wants/needs
 - Approval of order items
 - Parade Application
 - Updated listings
 - Montage \$350
 - Mike Schneider Polka Band \$700
 - Additional \$150 if transport is needed
 - Gift card for Mr & Mrs Claus
 - Procedure leading up to events
 - Update from Matt/Kim meeting
 - Google Docs Spreadsheet & Folders
 - Requests? Updates
 - Areas of focus for December 7, 2019
 - Volunteers
 - Delegating tasks
 - Parade
 - Decorations
 - Cookies/Treats
 - Jen's Sweet Treats Donation – 1000 treats
 - La Finca – 1 doz cookies
 - Hot Cocoa
 - La Finca – 1 gallon
 - Hot Cider
 - Carrie following up with Kathy at PNC
 - 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
OCTOBER 23, 2019**

Present: Kim Knaak, Rick Grubanowitch, Catherine Jozwik, Matt Jasinski, Trish Wimer, Carrie Wisniewski, Alderman Drew

Also Present: City Clerk/Treasurer Uecker

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

Minute Approval:

Moved by Alderman Drew, seconded by Matt Jasinski to place on file the minutes of the Celebrations Committee meetings held September 11, 2019, September 25, 2019, October 9, 2019 and October 23, 2019. Motion carried.

Finance – Account Update:

As of today's date, \$5426 has been received in donations and Rick stated more will be coming. As of now, only \$700 has been expended.

Fundraising:

The food delivery event at Redbar/Saucy Swine brought in \$182. They also did a 50/50 Raffle which brought in \$146. The Committee is still waiting for the final numbers from Cousins, but it looks to be around \$190.

Mary Grubanowitch approached Woodman's for donations of cookies, hot chocolate and hot cider. Alderman Drew is going to contact Panera to see if they will give a donation as well.

Kid's Goodie Bags:

Chair Knaak had put together some ideas for stuffers. The total cost of the items presented were about \$1100.00. That would be enough to fill 300 bags.

Moved by Rick Grubanowitch, seconded by Matt Jasinski to approve the list of kid's items as presented. Motion carried.

Budget:

One of the items placed on the "Wish List" was a printer to use with a camera. Chair Knaak stated that the Committee could use her camera to take pictures of the kids with Santa and we could then print them out immediately.

Moved by Alderman Drew, seconded by Matt Jasinski to purchase the printer bundle with 4 additional paper/ink packs. Motion carried.

Chair Knaak had a full list of items on Amazon for decorations for the event. She stated that the City would place the order as it would then qualify to be tax exempt.

Moved by Alderman Drew, seconded by Matt Jasinski to authorize the purchase of decorations in an amount not to exceed \$1,000. Motion carried.

Moved by Rick Grubanowitch, seconded by Alderman Drew to purchase 4 Elf costumes not to exceed \$160. Motion carried.

Banners:

The Committee received an estimate for banners from MKE Graphics. It included larger banners, yard signs, as well as a Thank You to the sponsor's banner. Banners will be able to be updated annually without having to have them all reprinted.

Moved by Alderman Drew, seconded by Matt Jasinski to approve the purchase of banners and yard signs from MKE Graphics in an amount not to exceed \$500. Motion carried with Rick Grubanowitch abstaining.

Parade:

There are still no bands that have committed to being in the parade. Several Committee members were going to continue working on that.

Miscellaneous:

Moved by Matt Jasinski, seconded by Alderman Drew to approve having port-a-johns with hand sanitizer inside for the day of the Christmas Parade. Motion carried.

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

Time: 7:26 p.m. p.m.