



Celebrations Committee June 30, 2021 6:00 p.m.

Civic Center Common Council Chambers
3400 East Howard Avenue
St. Francis WI 53235

Roll Call: Kim Knaak, Brian Drew, Matt Jasinski, Catherine Jozwik, Trish Wimer, Carrie Wisniewski, Mayor Ken Tutaj, Alderwoman Fliss

1. Call to Order
2. Minutes Approval:
 - June 23, 2021 - [Celebration Minutes 06-23-2021](#)
3. Discussion and Action Items:
 - Parade
 - Participant Update
 - Beer
 - Signage
 - Sponsor (need receipts from City to update spreadsheet)
 - Soda
 - Water
 - Food Truck
 - Update on booked participants
 - Stage Schedule
 - 3:30 – Opening Ceremony
 - 3:45 – Pom Performance
 - 4:00 – Miss St. Francis Baton Performance
 - 4:15 – Salsa Brocitas
 - 6:00 – Cherry Pie
 - Budget
 - Banner vinyl updates
 - Vinyl for Grand Marshal
 - Flag Order
 - Iriquois Bay
 - Donations
 - Need all receipts from City Hall - [Revenue-Expenses 06302021](#)
 - Ice Cream
 - Volunteers
 - Update
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 CELEBRATIONS COMMITTEE MEETING HELD JUNE 23, 2021

Present: Kim Knaak, Brian Drew, Catherine Jozwik, Mayor Tutaj, Alderwoman Fliss

Also Present: City Clerk/Treasurer Uecker

Absent: Matt Jasinski, Trish Wimer, Carrie Wisniewski

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

Moved by Alderwoman Fliss, seconded by Mayor Tutaj to place on file the minutes of the Celebration Committee meeting held June 16, 2021. Motion carried.

Parade:

Chair Knaak reviewed the updated spreadsheet with parade participants. As of today's meeting, there are about 30 units. Mayor Tutaj is still in contact with the 128th Refueling Wing to see if they will be participating. The Police and Fire Department needs to confirm the amount of participation (vehicles) they will have in the parade as well. Mr. Lewandowski, the High School Principal is checking with the music department to see if the band will also participate.

Moved by Alderwoman Fliss, seconded by Brian Drew to approve Salsa Brocitas parade and park performance in the amount of \$350. Motion carried.

Beer:

City Clerk/Treasurer Uecker will let the committee know what color tickets are at City Hall to use for beer and soda/water. Chair Knaak will check with the distributor to see if a cooler truck will also be available for use.

Chair Knaak is working with the distributor on all the needed signage. She will also check with the distributor about purchasing water and check with Pepsi for soda for the event.

Food Trucks:

The Committee has received a request to attend from a Hot Dog Cart that not only sells hot dogs, but also fresh lemonade. The consensus was that the Committee would allow them to be part of the food truck group.

Brian Drew will be the point of contact for the food truck vendors the day of the event with Chair Knaak as the back-up.

Stage Schedule:

Following is the tentative schedule for the day of the event:

- 3:30 Opening Ceremony (Brian will set up sound)
- 3:45 Summer Cool Poms Performance
 - Miss St. Francis Baton Performance
 - Salsa Brocitas
- 6:00 Cherry Pie

Flags:

Alderwoman Fliss as spoken with the vendor and the flags have been ordered.

Donations:

City Clerk/Treasurer will print out the listing of current donations for the Committee meeting on the 30th.

Glow Items:

Alderwoman Fliss ordered \$480 worth of items. Some have been delivered with the rest coming by July 1st.

Volunteers:

Chair Knaak will create a sign up genius to use for volunteers. At this time, the following will be part of the sign up:

Parade Check-In/Staging	5 volunteers starting at 1:00
Beer Sales	2-3 volunteers with 2 hour shifts
Decorating/Park Set-up	Committee members (done on July 3 rd)
Tear Down/Clean Up	10 volunteers starting around 9:30

Adjourn:

Moved by Alderwoman Fliss, seconded by Brian Drew to adjourn. Motion carried.

Time: 6:50 p.m.

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Page and Total by FUND
- All Segments Tested for Total Breaks
- [Report].Account Number = "0042301","005521622"

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
4TH OF JULY REVENUE			06/30/2020 (06/20) Balance	00-42301			75.00-
06/04/2021	CR	2003659	CELEBRATIONS DONATIONS - KING PINS			2,000.00-	
06/14/2021	CR	2003662	(ENTER ACCOUNT NUMBER) - FM AUTO			1,000.00-	
06/14/2021	CR	2003663	(ENTER ACCOUNT NUMBER) - PACKARD LL			500.00-	
06/22/2021	CR	2003664	4TH OF JULY REVENUE - GAMES R US			500.00-	
06/22/2021	CR	2003665	4TH OF JULY REVENUE - REDBAR LLC			500.00-	
06/29/2021	CR	2003666	(ENTER ACCOUNT NUMBER) - ST FRANCIS			200.00-	
06/04/2021	CR	8027839	00-42301 - Celebration Committee - Gruba			150.00-	
06/30/2021 (06/21) Period Totals and Balance					.00 *	4,850.00- *	4,850.00-
YTD Encumbrance		.00 YTD Actual	-4,850.00 Total	-4,850.00 YTD Budget	-15,000.00 Unearned	10,150.00	

HOLIDAY: JULY 4TH CELEBRATION			06/30/2020 (06/20) Balance	00-5521-622			.00
06/01/2020	AP	342	CHERRY PIE LLC		1,250.00		
08/31/2020 (08/20) Period Totals and Balance					1,250.00 *	.00 *	1,250.00
06/20/2019	AP	373	SALSABROSA DANCE COMPANY		350.00		
06/30/2021 (06/21) Period Totals and Balance					350.00 *	.00 *	350.00
YTD Encumbrance		.00 YTD Actual	350.00 Total	350.00 YTD Budget	22,000.00 Unexpended	21,650.00	

Number of Transactions: 9 Number of Accounts: 2

Total GENERAL FUND:

Number of Transactions: 9 Number of Accounts: 2

Grand Totals:

Debit	Credit	Proof
1,600.00	4,850.00-	3,250.00-
1,600.00	4,850.00-	3,250.00-