



# Celebrations Commit December 1, 2021

6:00 p.m.

Civic Center Common Council Cha  
3400 E. Howard Ave.  
St. Francis, WI 53235

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

1. Call to Order
2. Approval of Minutes:
  - a. September 29, 2021 - [Celebration Minutes 09-29-2021](#)
  - b. November 3, 2021 - [Celebration Minutes 11-03-2021](#)
  - c. November 10, 2021 - [Celebration Minutes 11-10-2021](#)
  - d. November 17, 2021 - [Celebration Minutes 11-17-2021](#)
3. Discussion and Action Items:
  - Budget Update
  - Garage Inventory
    - Decorations
    - Costumes
    - Kid's Bags
  - Christmas 2021 Parade
    - Montage Color Guard \$350
    - Salsabrocitas \$250 - cancelled
    - Application link: <https://forms.gle/LpvnPFGXJ4EUcvxG8>
    - Parade Applications
    - Delegate needed tasks
    - Promote, promote, promote: <https://fb.me/e/19WiRaOsG>
  - Christmas 2021 After Parade
    - Update on cookie donations
    - Jen's Sweet Treats
    - SFHS Caroling
    - Outstanding budget approvals (if any)
  - Upcoming Meeting Dates: TBD
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 29, 2021**

---

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

Also Present: City Clerk/Treasurer Uecker

Excused: Matt Malcom and Carrie Wisniewski

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

### October Food Truck Event:

The event is scheduled for Wednesday, October 13<sup>th</sup>. The event will be held at Milton Vretenar Memorial Park from 4:30p.m to 7:30p.m. All food trucks that participated in the 4<sup>th</sup> of July event have been contacted.

- Application Review: Chair Knaak had examples of the application to send to the food truck vendors. The applications would be electronic and would also be available in Word. The Committee reviewed the information that would be included on the application.
  - Fees would be \$95 for a 10 X 10 tent which the vendor would need to provide and \$150 for a food truck

Discussion was also held on advertising the event and that it needed to be more than just on Facebook. Chair Knaak suggested that some of the revenue from the food truck applications may be needed to pay for more advertising. It was requested for the City to put the event on the electronic sign in front of City Hall

Moved by Alderwoman Fliss, seconded by Mayor Tutaj to approve the application for food truck vendors as presented. Motion carried.

- Beverage Sales: Discussion was held on whether or not the Committee should sell beer/soda/water. Alderwoman Fliss stated that the park is closed up already and most likely the food trucks would sell soda and water. These sales did well at the 4<sup>th</sup> of July event, as well as other events and it was felt that it would be an additional source of revenue. Alderwoman Fliss suggested just doing beer and have the same choices that were sold at the 4<sup>th</sup> of July. All beer/seltzers would be sold for \$5 per can.
  - Start up cash will be needed
  - Mayor Tutaj will check on having an ATM available at the park
- DPW Requests: Diggers Hotline should be notified if any vendors are putting up a tent. They will also need to set out tables on the park grounds as well as in the pole barn. Bathrooms will need to be opened and garbage cans/bags will need to be on the grounds.
- Committee Responsibilities: Members will need to be at the park at 3:30 p.m. to help set up and direct the food vendors where to go and set up. Other responsibilities will include:
  - Leading trucks into the park
  - Set up of kitchen for beer sales

- Pavilion set up so attendees can sit under the covered area
- Garbage will need to be gathered at the end of the event in one spot for the DPW to collect the following day
- Sound: It was discovered at the July 4<sup>th</sup> event that the cables and cords couldn't be found for the sound system. Committee members will check with the City Engineer to see if they are at City Hall. The thought was to play Pandora, Amazon Music, etc. during the event
- Banners/Advertising: Alderman Feirer had told Chair Knaak that he would work with Mr. Graven at the School District to create banners that could be placed on KK and Howard and other areas throughout the City. He also told Chair Knaak that he would donate the banners. Chair Knaak will design a flyer that can be distributed to local businesses to post. Those can be printed at City Hall. Committee members can then pick them up and post them around the area to drive attendance.

Budget Update:

City Clerk/Treasurer Uecker updated the Committee on the report from the 4<sup>th</sup> of July event. The event had a small loss, so no money can be used for the Christmas Parade/Event.

Christmas 2021 Parade:

Due to the continuing pandemic, the committee is unsure if the inside portion of the event will be held at the Fire Department. Alderwoman Fliss stated she would contact Health Administrator Ove and see what her input would be on this. Potentially if it could be held, the Lions Community Center may be an option.

As of right now, the Committee will plan on holding the parade and have outdoor activities. Per City Administrator Johnsrud, the Committee received a \$1,000 donation, have a \$1200 budget line from the City and if needed the Committee could use the \$1500 that was budgeted for the Memorial Day Committee since no event was held in 2021.

Upcoming Fundraisers:

Discussion was held on having a Poinsettia sale. The plants would have to be pre-ordered and then could be picked up at City Hall. Brian stated that it would be a lot of work and was it really necessary. Alderwoman Fliss felt this event could be skipped but replaced with a plant sale in the spring. After further discussion, it was felt that this could be discussed after the Christmas Parade event.

Another idea for a fundraiser would be having "generic" City of St. Francis logo wear. Items would need to be pre-ordered with payment upfront.

Moved by Alderwoman Fliss, seconded by Mayor Tutaj to adjourn. Motion carried.

Time: 7:09 p.m.



## **MINUTES OF THE CELEBRATION COMMITTEE MEETING HELD NOVEMBER 3, 2021**

---

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

Also Present: City Clerk/Treasurer Uecker

Absent: Matt Malcom and Carrie Wisniewski

Chair Knaak called the meeting to order at 6:07 p.m.

### October Food Truck Event:

The Food Truck Event held October 13<sup>th</sup> brought in \$1275 in revenue. Mayor Tutaj donated the cost of the beer. Jen's Sweet Treats also donated 100 cupcakes which were sold for \$3 each.

Four food trucks were present, along with the donated cupcakes from Jen's that were sold in the food booth. Two trucks were no shows.

### Budget Update:

With the money made from the food truck event, Mayor Tutaj felt that not much more would be needed to fundraise for the Christmas Parade.

### Christmas 2021 Parade:

The route will be the same as the 2019 parade (Lunham Avenue to Packard north to Howard Avenue and west to the Fire Department). After discussions with the Health Administrator, it was decided to use the Fire Department Bay for the after parade event. Chair Knaak stated that the St. Francis High School Choir is interested in singing.

Parade Applications will be the same as used in previous years. The date is December 4<sup>th</sup> starting at 3:00 p.m. with festivities to follow until approximately 6:00 p.m. There will also be a tree lighting event.

Discussion was held on the Kid's Bags. 100 bags will be assembled. Chair Knaak is going to do some pricing and will report back to the Committee. There will be no adult bags this year.

The Committee will make hot chocolate and hot cider again. Catherine is going to do some checking on cookie prices. Cups and napkins will need to be purchased.

The Committee members who are available will meet at the garage at Vretenar Park on Saturday, November 6<sup>th</sup> at 3:00 p.m. to see what supplies are all there.

### Adjourn:

Moved by Brian Drew, seconded by Mayor Tutaj to adjourn. Motion carried.

Time: 6:57 p.m.

**MINUTES OF THE CELEBRATION COMMITTEE MEETING HELD NEVEMBER 10, 2021**

---

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

Also Present: City Clerk/Treasurer Uecker

Excused: Alderwoman Fliss and Trish Wimmer

Absent: Matt Malcom and Carrie Wisniewski

Due to lack of quorum, no meeting was held.

## **MINUTES OF THE CELEBRATION COMMITTEE MEETING HELD NOVEMBER 17, 2021**

---

Present: Kim Knaak, Brian Drew, Catherine Jozwik, Trish Wimmer, Alderwoman Fliss

Excused: Mayor Tutaj

Absent: Matt Malcolm, Carrie Wisniewski

Also Present: City Clerk/Treasurer Uecker, Melissa Drew

Chair Knaak called the meeting to order at 6:06 p.m.

### Budget Update:

To date, between donations and the Food Truck event, the Committee has received \$1,275.

### Garage Inventory:

Several Committee members went through the garage. 140 kid's bags are made up and ready to go so nothing needs to be purchased for 2021. Decorations and costumes are good so again, nothing needs to be purchased for 2021. Small plates, napkins and cups will need to be purchased.

### Parade:

Catherine received a price for the Mike Schneider Polka Band. He is requesting \$875. The consensus of the Committee was to not have him perform as it is too costly for this year's event.

Chair Knaak has been contacted by both the Salsabrocitas and Montage Color Guard to appear in the parade. Both performance groups require a fee to participate.

Moved by Alderwoman Fliss, seconded by Brian Drew to approve payment for Montage Color Guard in the amount of \$350 and Salsabrocitas in the amount of \$250 to appear in the 2021 Christmas Parade. Motion carried.

Chair Knaak then discussed the current applicants for the parade. This year there are fewer registrants. Those that have confirmed include Miss St. Francis, South Milwaukee Fire Department, Santa and Mrs. Claus, Jen's Sweet Treats. Melissa Drew suggested that members make phone calls to people who they think would be interested in being in the parade. Committee members were also asked to reach out to people on their social media, contacts, etc. to get more holiday themed participants.

### Banners:

The St. Francis School group will be unable to make banners this year due to supply issues. Chair Knaak will check availability and pricing from MKE Graphics who have made banners for the Celebrations Committee in the past.

### After Parade Gathering:

Jen from Jen's Sweet Treats will be donating cake pops. Emerald City Catering will also donate cookies. The balance of cookies not donated will be purchased by the Committee from either Sam's Club or Walmart as they have priced out the best.

Miss St. Francis will be helping at the gathering handing out kid's bags and with the pictures with Santa.

Adjourn:

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

Time: 7:05 p.m.