



# **Celebrations Committee Meeting**

**Thursday, May 12, 2022 at 6:00 pm**

**1. Roll Call:**

Kim Knaak, Brian Drew, Melissa Drew, Todd Herold, Catherine Jozwick, Mary Carmen Villasenor, Mayor Tutaj, Alderwoman Fliss

**2. Call to Order**

**3. Minute Approval**

**a. Minutes of the Celebration Committee meeting**

- May 5, 2022

**4. Discussion Items with Possible Action:**

**a. Parade**

- Participant Updates
- Salsa Brocitas - \$350
- Grand Marshall

**b. Park Activities**

- Sarah Callif - Summertime
- Car Show
- Additional Ideas

**c. Beverages**

- Beer
- Soda
- Water

**d. Food Trucks**

- Participant Update

**e. Fireworks**

- Rick Hackl - contacted

**f. Fundraising**

- Donation Letter

#### **g. Budget**

- Flag Order - Eder Flag contacted
- Donation Emails
- Glow Items
- Needed Signage

#### **h. Volunteers**

- Needed Areas
- Number of volunteers needed

### **5. Future Meeting Dates**

#### **6. Adjourn**

**NOTE:** The Council may discuss other matters as authorized by law. Some of the correspondence, ordinances and resolutions may or may not be acted upon or discussed by Council.

One or more members of the Common Council may participate telephonically.

### **PUBLIC NOTICE**

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, who 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.

**MINUTES OF THE CELEBRATION COMMITTEE MEETING HELD MAY 5, 2022**

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Present: Kim Knaak, Mayor Tutaj, Brian Drew, Melissa Drew, Todd Herold

Also Present: City Clerk/Treasurer Uecker

Excused: Alderwoman Fliss, Catherine Jozwik, MaryCarmen Villasenor

The meeting was called to order at 6:03 p.m.

Election of Chair:

Moved by Mayor Tutaj, seconded by Brian Drew to elect Kim Knaak as chair. Motion carried.

Parade:

Chair Knaak has created the Parade Application that will be available on-line and can be auto filled and emailed back to the Committee. The application is just updated from the one used last year. It will be emailed to past participants as well as being posted on the Celebrations Facebook page.

The parade will be at 2:00 p.m. with line-up starting at 1:00 p.m. Line-up will be at the same place as last year as well as using the same parade route.

Discussion was held on having an area designated in the park for a Car Show for the cars/motorcycles that participate in the parade.

Beverages (Beer and Soda):

Beer will be ordered similar to last year, the same with the soda. More water will be purchased as that seems to be the first item that runs out.

The Committee liked using tickets for the beer/soda/water purchases. Pricing will be beer/White Claw \$5.00 and soda/water will be \$1.00.

Food – Food Trucks:

Chair Knaak has a contact list of approximately 250 food trucks statewide. The ideal number would be 8 to 10 for the day of the event.

The application is ready to email out to all potential vendors. After discussion, it was agreed to charge the following fees for Food Trucks/Vendors:

Tent – 10x10	\$95.00
Food Truck	\$150.00

Ice Cream:

After discussion with the Committee, it was decided to not do ice cream this year. Last year the Committee purchased popsicles and that seemed to work very well and was more cost effective. It was also discussed to price a small freezer for the Committee to use to store the popsicles in the day of the event.

Fireworks:

Mayor Tutaj stated that the City has budgeted \$7,000 for the annual fireworks. Because of using the park as the shoot off area, designated handicapped parking is needed as the parking lot cannot be used the day of the event.

Donations:

City Clerk/Treasurer Uecker will draft a donation letter for the Committee to review. She will also check to see if the City has a current, up-to-date business listing that can be used for donation letters.

Budget:

- Flags – in the past, the flags have been ordered from Iroquois Bay. The Committee is going to look at ordering the flags directly from Eder Flags to see if they would be more cost effective.
- Glow Items – it was discussed that most of the items that are in storage are from 2 years ago. The Committee felt that they should be thrown away and new items ordered for the 2022 celebration.
- Signage – need to see what is in inventory and then decide what will need to be purchased for 2022.

Volunteers:

Mayor Tutaj stated that he would contact Thomas More to request student volunteers.

It was also discussed that Committee members should have a designated area that they would be the contact person for. It would eliminate a lot of confusion the day of the event and also help volunteers know who to go to for assistance, assignments, etc.

Future Meeting Dates:

Meetings will be held on Thursdays at 6:00 p.m.

Adjourn:

Moved by Brian Drew, seconded by Melissa Drew to adjourn. Motion carried.

Time: 7:14 p.m.



# City of St. Francis

**Celebrations Committee**  
3400 East Howard Avenue  
St. Francis, Wisconsin 53235

St. Francis Supporters:

Planning is underway for our 2022 July 4<sup>th</sup> Celebration. The Celebrations Committee is excited to be bringing another fantastic day of family fun to St. Francis.

As in the past, there will be a parade, music, food, kid's activities and of course the **BEST** fireworks display on the South Shore. The Committee has been working hard at keeping costs under control. In order to give the community a great event, we need your help. In the past our local businesses have been proud sponsors of our event and we are hoping to continue that tradition.

Sponsors will be recognized the day of the event and with a donation of \$75 or more, your business can hang a banner on the park fence as well as being listed as a sponsor on signage throughout the park. Additionally, you are invited to be part of our July 4<sup>th</sup> Parade and advertise your business there as well.

Thank you for your past donations, and hopefully continuing donations to make July 4<sup>th</sup> a family destination for St. Francis. If you have any questions, or want to participate in the parade, please contact Kim Knaak at:

[sfcelebrations@gmail.com](mailto:sfcelebrations@gmail.com) or 414-331-2368

Donations can be mailed to the City of St. Francis, Attention Celebrations Committee at the above address.

Again, thank you for considering supporting an event that truly makes St. Francis a city "Where Your Heart Remains"

Sincerely,

The St. Francis Celebrations Committee

Kim Knaak, Chair  
Mayor Ken Tutaj  
Alderman Debbie Fliss  
Brian Drew  
Melissa Drew  
Catherine Jozwik  
Todd Herold  
MaryCarmen Villasenor