



Celebrations Committee Meeting

Thursday, June 16, 2022 at 6:00 pm

1. Roll Call:

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

2. Call to Order

3. Minute Approval

a. Minutes of the Celebration Committee meeting

- June 9, 2022

4. Discussion Items with Possible Action:

a. Parade

- Participant Update
- Michael Jackson Performer - \$150-\$200 for parade and park performance

b. Park Activities

- Car Show
- Find Your Light Art Studio
- Additional Ideas

c. Beverages

d. Food

- Food Truck Participation Update

e. Budget

- Donation Update
- Decoration Order Update
- Glow Item Order Update
- Signage Update/Order

f. Volunteers

- Committee Assignments
- Number of volunteers needed

5. Future Meeting Dates

- Thursday June 22nd and Thursday June 29th

6. Adjourn

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.

| Agenda published on 06/14/2022 at 2:11 PM

MINUTES OF THE CELEBRATION COMMITTEE MEETING HELD JUNE 9, 2022

Present: Kim Knaak, Mayor Tutaj, Brian Drew, Melissa Drew, Alderwoman Fliss, Todd Herold, Heather Houdlett, Catherine Jozwik and MaryCarmen Villasenor

Also Present: City Clerk/Treasurer Uecker

The meeting was called to order at 6:02 p.m.

Minute Approval:

Moved by Mayor Tutaj, seconded by Alderwoman Fliss to place on file the minutes of the Celebrations Committee meeting held June 2, 2022. Motion carried.

Parade:

Chair Knaak gave an update on the participants. As of right now, there are 63 participants but the goal is 80. There are still participants for the Class Cars and a Jeep Wrangler group waiting to confirm. Santa is in and Elves are needed to ride on the float with him. The School Board and PTO have also confirmed as well as a majority of the Elected Officials from the City.

Still needed are: walkers to carry banners; McGruff and the Fire Dog costumes; more “noise” i.e.: bands, music, etc.

There will also be bikes/trikes/wagons decorated for the parade as well.

Park Activities:

Car Show: As of today, 8-10 cars have been confirmed. Chair Knaak is going to ask City Engineer Dejewski if paint lines could be added to the car show area so there is defined parking. A set time is needed so the cars are out of the park so people can sit in that area to watch the fireworks.

Sale Items: The City will erect a small tent to use to sell the glow items.

Find Your Light Art Studio: They will be doing water color painting for the kids and she is looking for high school art students who will do face painting for a small fee. The water color painting will be no charge for participants.

Glitter Tattoos: Melissa Drew was contacted by someone interested in selling tattoos. She told her the table/tent fee of \$95 and hasn't heard back as of yet.

Garage: The Committee members organized all the items in the garage and threw out some items that were unusable. Four or five Free Parking Signs were found that can be used for the High School parking lot.

PTO: Would like to have a table and will have games for the kids like Go Fish, etc. and will have prizes.

Beverages:

Chair Knaak asked both Miller and Pepsi for aprons and can koozes to use and give away. She has not heard back as of yet.

Beverages will be delivered on Friday, July 1st and any unused stock will be picked up on July 5th.

Food Trucks:

No additional trucks have committed and the Committee is still looking for a taco truck to add to the mix. So far there are 7 trucks confirmed.

Budget:

Between donations and event payments the City has received \$4,251. Thank you notes have been sent out to all how have donated.

Capital Account: The City has confirmed that there is \$1,768.13 in the Capital Account. That money can only be used for items that will last a minimum of 5 years.

Decorations: New decorations are definitely needed for the pavilion. Most of the decorations are over 5 years old and showing their wear. Alderwoman Fliss stated she would do some looking on Amazon to see what is available.

Moved by Brian Drew, seconded by Alderwoman Fliss to authorize up to \$500 for decorations. Motion carried.

Signage: Signs needed are: Grand Marshall Banner and Car Show at the Park banner.

Volunteers:

Chair Knaak wants the Committee members to decide what areas they would like to be in charge of and supervise staffing for the day. She asked that they come back with their requests at the next meeting.

Adjourn:

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

Time: 7:04 p.m.