

**TOWN OF ST. GERMAIN
INDEPENDENCE DAY COMMITTEE
Meeting Minutes**

DATE November 7, 2023
TIME 4:30pm
LOCATION St. Germain Community Center
 Room 4
 Zoom: <https://www.zoom.us>
 ID 863 0739 1161 and Passcode 169660

Attendees (“X” indicates present, “R” indicates remote, “A” indicates absent)

Voting Members

Non-Voting Members

Cookie Lough	X	Jeff Sauer	X	Jacki Goebel	R	Stacy Swenson	A
Joanne DeWig	X	Jim Swenson	X	Tom Kammel	A	Ken Dahnke	X
Lisa Penner	X			Gary Penner	X	Jennie Saltzgeber	X
Ted Ritter	X			Lois Rudiger	A	Stephanie St.Germaine	A

Opening		Speaker	Comments
1.	Call the meeting to order	Cookie	Cookie called the meeting to order at 4:32pm
2.	Meeting posting confirmation	Cookie	Cookie confirmed the agenda posting was on November 5, 2023
3.	Roll Call – confirm quorum	Cookie	All Committee members were present except for the vacant Secretary position.
4.	Public Comments	Cookie	None
5.	Approve previous meeting minutes	Cookie	Joanne made a motion to accept the June 20, 2023 meeting minutes as presented. Jeff seconded the motion. All – aye Cookie had some corrections to the July 13, 2023 meeting minutes: #5 – no date in minutes for prior month approval. Need to add date of June 6, 2023. #7 – typo: correct “budget” #8 – typo: correct “assignment” #10 – typo: correct “secretary” and “discussion” Joanne made a motion to accept the July 13, 2023 meeting minutes with corrections by Cookie. Jeff seconded the motion. All – aye

Unfinished Business		Speaker	Comments
1.	Collecting, organizing and storing Committee documents on the cloud		Minutes and agendas are currently stored on the website which means no cloud uploads. Ted to bring the Committee a listing of what is currently on the cloud for other Town committees and share it for discussion at the next meeting. Ted explained that the town uses a Google drive for cloud uploads.

New Business		Speaker	Comments
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1.	Review Committee page on town website		<p>Per Ted, nothing has been changed since the 2023 event. Discussion followed and a decision made to add “pending” to all pictures/information until the 2024 events are confirmed.</p> <p>Ted to remove Rocking W Stable from the site as they do not have insurance as yet and, therefore, cannot participate in the events. The Committee may add another stable with insurance.</p>
2.	Committee election of new Committee Secretary		<p>The Secretary shall be a Voting Committee member and will be presented to the town board for approval on 11/13/2023.</p> <p>Jeff nominated Lisa Penner for the position of Secretary of the Independence Day Committee. Joanne seconded the nomination. All - aye</p>
3.	Review of comments from 2023 event		<p>2 more suggestions were presented to Cookie after the 2023 event.</p> <ul style="list-style-type: none"> • Too much congestion where floats congregated. The suggestion was made to “snake” the floats around the storage units off Hwy70. Cookie talked with Jeff who will talk to the owners of the units for permission to do this. • Move announcements from current schedule to be made every half hour at the community center grounds.
4.	Review proposed budget for 2024		<p>Jeff provided a tentative budget for both the Committee and Town and reviewed the details. The request to the Town for monies for the event will be done in January for 2024. Cookie said Parade Bands should be \$250 not \$500. Jeff to make this adjustment.</p> <p>Cookie provided an itemization email from Lois which was discussed during the budget review with Jeff.</p> <p>Jim said this was the last year for the fireworks contract.</p>
5.	Review and approve expenses incurred since previous meeting		<p>All expenses are now reflected in the 2024 budget. Nothing further to be approved.</p>
6.	Review any contracts that require signature / verify insurance papers provided		<p>This will be an ongoing discussion each month. No contracts to review at this time.</p>
7.	Review 2023 assignment list		<p>The committee reviewed the draft assignment list as provided by Jeff. Assignments were made for each task. Lisa to update and provide the information back to the committee at the next meeting.</p> <p>Nomination of Grand Marshall: The Committee person nominating someone for the position should alert the person who is being nominated if they will accept the nomination if selected.</p> <p>Parade Applications: Lisa to download the application from website and update it for 2024. Cookie to send Lisa a list of people to send the application to.</p>

			<p>Helicopter fly over: Suggestion to schedule for a set time half way through the parade to fly over if Noble doesn't do a fly over this year at the beginning of the parade. Otherwise the helicopter will do the fly over at the beginning of the parade in place of Noble. Ken to follow-up with Noble on their schedule for this year.</p> <p>ACA Jumps: There will be no bull this year. The risk of injury was too high.</p> <p>Post event cleanup for Flea Market: This task will be the responsibility of DPW to arrange.</p> <p>Ant Treatment: Ted to talk with Joe Puerzer to find out when the treatment should be done and the cost. Joe is licensed and certified with Plunkett's Pest Control.</p> <p>Publicity: The Chamber will take the lead to contact the following people/organizations for event coverage:</p> <ul style="list-style-type: none"> • Devon Lloyd Photography • WJFW • NRG Media • Vilas County News Review • Lakeland Times <p>The Chamber will also take the lead on poster creation.</p>
8.	Review of Donor letter sent last year		The Donor Letter was reviewed and a suggestion made to put the letter on IDC stationary instead of town stationary. Ted to update letterhead for the committee.
9.	Identify proposed events	Joanne	<p>A few updates were provided on contacts for events:</p> <p>Commitments</p> <ul style="list-style-type: none"> • Per Joanne, the National Guard, Petting Zoo, and Wild Instincts have verbally committed • Per Cookie, the Honor Guard from Rhinelander has verbally committed <p>Suggestions: Joanne suggested replacing the Polka Band with Brian McLaughlin. The Polka Band has been at the event for 2 years and it is time to change things up a bit. This suggestion was approved by Committee. Ken to find out if Marvin can play in the evening and have Brian McLaughlin play before the parade. Joanne to follow up with Brian on availability for both day and evening.</p>
10.	To Do list		See below

Closing		Speaker	Comments
1.	Question or concerns from committee members	Board	<p>Question to Chamber if they would consider being an active non-voting member of the committee. Jennie will be the representative from the Chamber as Chamber Events Coordinator.</p> <p>Ted to update the agenda on the website with the most current version provided on 11/5/2023.</p>
2.	Next meeting date		The next meeting will be held January 2 @ 4:30pm in Room 4. Zoom will again be available.

3. Call for Adjournment		Cookie adjourned the meeting at 5:45pm.
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To Do List

#	Item	Responsible Person	Status
X1	Bring the Committee a listing of what is currently on the cloud for other Town committees and share it for discussion at the next meeting.	Ted	
X2	Add "pending" to all pictures/information until the 2024 events are confirmed. Remove Rocking W Stable from the site as they do not have insurance as yet and, therefore, cannot participate in the events.	Ted	
X3	Talk to the owners of the units for permission to "snake" floats around the storage units for the parade lineup.	Jeff	
X4	Adjust the budget number for Parade Bands to \$250.	Jeff	
X5	Update the event schedule, including assignments, and provide the information back to the committee at the next meeting.	Lisa	
X6	Download the parade application from the town website and update it for 2024. Send Lisa a list of people to send the parade application to.	Lisa Cookie	
X7	Follow-up with Noble on their availability for the parade this year.	Ken	
X8	Talk with Joe Puerzer to find out when the ant treatment should be done and the cost.	Ted	
X9	Update the committee letterhead for use with the Donor Letter.	Ted	
X10	Follow up with Brian McLaughlin on his availability to play on the day of the event either before the parade or after.	Joanne	
X11	Follow up with Marvin on his availability to play on the day of the event either before the parade or after.	Ken	