

# Town of St. Germain

## Independence Day Committee, Meeting Minutes

**November 5, 2019**

1. Call to order: By Cookie Lough at 5:00 pm
2. Meeting posting verification: Posted by 10/28/2019
3. Roll call, confirm quorum: Lois Ruedinger, Ted Ritter, Jim Swenson, Anne Small, Jeff Sauer, Ken Dahnke, Marion Janssen, Penny Strom, Cookie Lough and June Vogel. Absent Lou Clark.
4. Public comments: None
5. Approve minutes of 09/24/2019 meeting; Motion made by Ken Dahnke to approve minutes, second by Jim Swenson; all in favor.
6. Review the new Independence Day Celebration Committee page on town website: Ted reviewed the following format of other standing committees and reviewed the website page. Welcomes ideas to add more to the page; i.e other documents, pictures, objective statements.
7. Review and approve/revise draft Independence Day Activities Record form: Ted reviewed the idea of using this form to establish a record of involvement from year to year and it could be kept in the cloud. The form could be public access. Discussion had as to better understand the wording of the form. Form is meant as an activity organizer to sponsor an event which could include exchange of \$\$, organizer to make it happen. Motion made to proceed with this form and amend title to Town of St Germain Independence Day Celebration Activity Organizer Record by Anne Small, second by Jim Swenson; all in favor.
8. Continue discussion of actions to improve parade public safety: Ordinance was drafted for the town regarding throwing candy at the parade. It was presented to the Town Board and tabled but could be revisited in the future. Town Board did not oppose the safety concerns. It was suggested alternative solutions vs an ordinance. Those who register to be in parade get an email of registration which lists safety guidelines for throwing candy via email. Those who do not register do not get this information. Suggestions were public safety message prior to parade starting (ATV and megaphone at interval sections of parade), reinforce drivers to pay attention and not throw candy, recommend those throwing candy be 12/14 years of age. It was agreed upon in the end it all goes back to the parent. Lois will provide Penny a list of parade participants and Penny/staff will send an email survey out with questions asking if they would still participate if recommendations or limitations were placed on candy throwing. This will be brought back to the next meeting.
9. Develop a to-do list for the 2020 event: Bring parade themes to the next meeting. Committee breakdown was gone through with some changes.

### **BUDGET & MEETINGS** - Cookie Lough

- Email Notices to Committee Members - Cookie

- Public Postings (town committee requirement) - Cookie
- Facilitate meetings - follow up with each aspect - Cookie
- Prepare minutes - June
- Create & update budget; submit to Town Board - Cookie

**FREEDOM 5 K - Anne Small**

- Handle registrations, sponsorships, race activities & awards

**CRAFT SHOW - Lou Clark**

- Crafter & nonprofit registrations
- Face painter
- WJRO Live remote - prepare announcements for DJ
- Badger Kettle Corn - book for craft show and connect for fundraiser sales
- Clear with Lions Club for vendors (Nut Guy & Face Painter) to sell after parade in shelter
- Distribute, review & approve grants for local youth groups for funding

**PARADE TRAFFIC & DETOURS - Jim Swenson**

- Obtain permits for closing Hwy 70 & Hwy 155
- Map out and mark detours to re-route traffic during parade
- Coordinate traffic efforts with Vilas County Sheriff Department

**PARADE LINEUP & STAGING - Ted Ritter**

- Recruit volunteers to help stage parade lineup area
- Work with Vilas County Deputy to detour Hwy 70 to Cty J traffic (arrange with deputy upon arrival)
- Coordinate lineup by Thunderbird, behind Northwoods Rest & overflow parking at Walker Equip
- Get color guard and parade marshall lined up in front to start out the parade
- Promote safety guidelines for candy throwing

**PARADE JUDGE'S AND JUDGE'S STAND - Cookie Lough**

- Get 3 volunteers to do judging - provide theme & instructors for them
- Coordinate with Sentry for space to hold judge's stand and DJ tent for parade
- Arrange pontoon with Premier Powersports. Brian to work with David Weber, drop off night prior
- Hang judge's banner & make sure you have stairs (stairs from Premier Powersports) to the pontoon
- Get pre-registered judging sheets (listed alphabetically) on clipboards with pens
- Give judging sheets to DJ so he has some notes to read when entries are passing by

**PARADE COLLECTING FOR FIREWORKS FUND - Jeff Sauer**

- ATV Club collects during the parade; they need buckets & vesets (get from & return to Marion)
- Be sure to get amount collected to include in your budget report

### **PARADE PRE-REGISTRATIONS - Penny Strom**

- Solicit by email all past parade entrants - get them parade theme and registration forms
- Get info into the newspapers and put on Chamber website
- Prepare judge's sheets (alphabetically) include all pre-registration received by Friday prior (Lois to get Penny template)

### **LIONS CLUB FOOD & ENTERTAINMENT - Ken Dahnke**

- Get inflatables contract signed and submitted for next year no later than a month after event over
- Handle all food ordering & sales
- Provide food during craft show as well
- Schedule entertainment in the shelter before & after parade

### **PUBLICITY - Penny Strom (Chamber)**

- Schedule live remote (WRJO Mike Wolfe)
- Create an event page and do periodic postings
- Organize radio, TV & newspaper advertising
- Order parade plaques from Laser renovations (crowd pleaser, best vintage, 1, 2 & 3)

### **WATER FIGHTS - Marion Janssen**

- SG Fire Department

### **FIREWORKS - Jim Swenson**

- Obtain permit and contract with fireworks company (under contract - 3 yr)
- Get volunteers (SGFD) and work with Vilas County Sheriff to disperse traffic after fireworks

### **MISCELLANEOUS**

- Contact extra activities for the day (Color Guard, DJ for parade, Live Remote, Fireworks, flyover, parade marshall(s) and driver - Cookie
- Contact Walker Equipment for overflow parking area - Jim
- Order car magnets for parade marshalls - Cookie
- Followup on extra waste receptacles for the day, town orders from Eagle Waste - Jim
- Work with Porta Potty company for locations of porta potties, book early - Jim
- Arrange for cleaning person for restrooms throughout the day - Cookie
- Prepare invoices and get checks to Town Board prior to event for those that need to be paid at event (this includes parade DJ, live remote DJ, restroom cleaner). Distribute checks at event - Cookie

10. Committee member concerns to include as action items on a future agenda: Lois will send out list of contacts that she has.

- Parade date June 28, 2020
- No December meeting.
- Next meeting January 7, 2020 at 5:30 at the Chamber Building

11. Meeting adjourned at 6:21pm

Respectfully submitted

June Vogel

11/06/2019; updated to reflect 01/08/2020 meeting