

Town of St. Germain

Independence Day Committee, Meeting Minutes

January 7, 2020

1. Call to order: By Cookie Lough at 5:27 pm
2. Meeting posting verification: Posted by 12/30/2019
3. Roll call, confirm quorum: Ted Ritter, Jim Swenson, Anne Small, Jeff Sauer, Ken Dahnke, Marion Janssen, Penny Strom, Cookie Lough, Lou Clark and June Vogel. Absent Ted Ritter.
4. Public comments: None
5. Approve minutes of 11/05/2019 meeting; Motion made by Marion Janssen to approve minutes as written with changes to Craft Show section and removing Kelly McGill, second by Anne Small; all in favor.
6. Review the new Independence Day Celebration Committee page on town website. Committee to go out and review page on Town website. No discussion.
7. Review and approve/revise draft Independence Day Activities Record form: Motion made by Marion Janssen to table until next meeting when Ted Ritter is in attendance to discuss, second by June Vogel; all in favor.
8. Continue discussion of actions to improve parade public safety: No responded back to Penny Strom re: questions to send in questionnaire. Discussion on limiting to 5 questions and basic questions about participation and candy throwing. Penny to create. Will send out to those who have participated in the past years and to chamber members. Will request back end of January. Will also ask for theme ideas.
9. Develop a to-do list for the 2020 event:
 - a: Review committee assignments

BUDGET & MEETINGS - Cookie Lough

- Budget discussion with budget Marion provided. Discussion with Penny and Marion, change Advertising & Live Remote to \$500.00.
- 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

- Blue Raven Race Productions secured. They will provide shirts and medals. They get the first 200 participant registration fees. After 200 participants Freedom 5K to receive \$10 from each participant. Blue Raven Race Productions will stuff bags for participants.
- Registration is open.
- Website has been updated.
- Freedom 5K will send out donor/sponsorship requests. Those monies stay with Freedom 5K

CRAFT SHOW - Lou Clark

- Crafter & nonprofit registrations. Contracts to go out end of January.
- Face painter. Lou will be contacting.
- WJRO Live remote - prepare announcements for DJ – secured.
- Badger Kettle Corn - book for craft show and connect for fundraiser sales. Lou to contact music department to verify contact person for popcorn sales.
- Clear with Lions Club for vendors (Nut Guy & Face Painter) to sell after parade in shelter – good with Lions Club.
- 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 – June Vogel

- 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 - secured
- Arrange pontoon with Premier Powersports. Brian to work with David Weber, drop off night prior - secured
- Hang judge's banner & make sure you have stairs (stairs from Premier Powersports) to the pontoon - secured
- 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. Bret and Frisk secured for 11:00-2:00. Will be looking at getting entertaining (1 man band/DJ) possibly from 5:00-9:00 when cash raffle is going on.

PUBLICITY - Penny Strom (Chamber)

- Schedule live remote (WRJO Mike Wolfe) – secured.
- 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
- Jim to contact Larry Dunst to play music only while fireworks are being illuminated. No contract for Wolfman with commentary/karaoke style.

MISCELLANEOUS

- Contact extra activities for the day (Color Guard, DJ for parade, Live Remote, Fireworks, flyover, parade marshall driver – Cookie)
- Parade marshall driver - secured
- Color guard/legion not sure if they will participate, getting old and tired. Discussion are they in a vehicle/on a trailer?
- Vets – Cookie still waiting to hear from them.
- Flyover - secured
- Contact Walker Equipment for overflow parking are - Jim
- Order car magnets for parade marshalls – June; Lou has bag of parade marshall items from Lois and will share with June.

- 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; secured
- Arrange for cleaning person for restrooms throughout the day – Cookie; secured
- 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

b. Review nominations form for grand marshal – due February 28, 2020; voting in March.

- Parade marshal(s) – June; will update form and email to committee members. Penny will include with parade safety questions. Committee members to make copies and hand out to appropriate organizations/town members.

10. Review draft objective statement of committee. Discussion had. Motion by Marion Janssen to adopt the Town of St Germain Independence Day Celebration Committee Purpose and Objective Statement as written by Jeff Sauer with changing appropriate 'is' to 'are', second by Ken Dahnke; all in favor.

11. Next meeting January 7, 2020 at 5:30.

12. Meeting adjourned at 6:21 pm; motion by Ken Dahnke, second by Jim Swenson; all in favor.

Respectfully submitted

June Vogel

01/08/2020