

Town of St. Germain

Independence Day Committee, Meeting Minutes

March 3, 2020

1. Call to order: By Cookie Lough at 5:30 pm
2. Meeting posting verification: Posted by 03/02/2020
3. Roll call, confirm quorum: Ted Ritter, Jim Swenson, Jeff Sauer, Ken Dahnke, Penny Strom, Cookie Lough, Lou Clark and June Vogel. Absent Anne Small.
4. Public comments: None
5. Approve minutes of 01/07/2020 meeting; Motion made by Jeff Sauer to approve minutes as written, second by Jim Swenson; 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: Discussion that the intent is for the organization coordinating the event would have this prepared. Keep in cloud for paper trail for future reference. Motion to start using by Jeff Sauer, second by Ken Dahnke; all in favor.
8. Continue discussion of actions to improve parade public safety: Discussion regarding some of the comments received back from questionnaire Penny sent out. Only about 12 responses back.
9. Develop a to-do list for the 2020 event:
 - a: Review committee assignments

BUDGET & MEETINGS - Cookie Lough; 03/03/2020 Jim Swenson to present budget to the Town Board on 03/09/2020 (\$2850.00)

- Budget discussion - Cookie
- 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; 03/03/2020 on schedule

- 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; 03/03/2020 on schedule.

- Crafter & nonprofit registrations. Applications have been sent out. Vendors are starting to sign up.
- Face painter; 03/03/2020 has been contacted, waiting for response.
- Roasted nut vendor; 03/03/2020 not yet contacted
- WJRO Live remote - prepare announcements for DJ – secured.
- Badger Kettle Corn - book for craft show and connect for fundraiser sales; 03/03/2020 contacted.
- 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; 03/03/2020 on schedule

- 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; 03/03/2020 on schedule

- 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; 03/03/2020 on schedule

- Get 3 volunteers to do judging - provide theme & instructions for them; 03/03/2020 Bob and Judy Schell secured. Will be asking Mike McGill.
- 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; 03/03/2020 on schedule

- ATV Club collects during the parade; they need buckets & vests (get from & return to Marion)

- Be sure to get amount collected to include in your budget report

PARADE PRE-REGISTRATIONS - Penny Strom; 03/03/2020 on schedule

- 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; 03/03/2020 on schedule

- Get inflatable 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. 03/03/2020 Larry Dunst as a possibility.

PUBLICITY - Penny Strom (Chamber); 03/03/2020 on schedule

- 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 – 03/03/2020 Jim Swenson will present chief with activities record for water fights

- SG Fire Department

FIREWORKS - Jim Swenson; 03/03/2020 on schedule

- 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. 03/03/2020 Larry Dunst will play music during the fireworks.

MISCELLANEOUS

- Contact extra activities for the day (Color Guard, DJ for parade, Live Remote, Fireworks, flyover, parade marshall driver – Cookie; 03/03/2020 on schedule
- 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?; 03/03/2020 secured
- Vets – Willing to be part of parade
- Flyover - secured
- Contact Walker Equipment for overflow parking area – 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
 - Parade theme; 03/03/2020 Motion made by June Vogel for June 28, 2020 parade theme to be America's Small Town Celebration, second by Cookie Lough; all in favor.
- b. Review nominations form for grand marshal – due February 28, 2020; voting in March.
- Parade marshal(s) – June; nominations accepted by the committee for Barb Steinhilber, Lois and George Ruediger, Rod and Lorel Ingram, Jim and Karen Carter and the memory of Mark Hiller. Memory of Mark Hiller by unanimous vote. June to contact Hiller family to again verify that they will be able to represent Mark in the Saint Germain Independence Day parade on June 28, 2020. Once confirmed they will attend will get formal press release out with parade marshal and parade theme.
10. Discussion on representation from the St Germain Fire Department. They play a big part of the day – do they need representation as they are already covered under the town's liability insurance.
 11. Committee member concerns to include as action items on future agenda – finalize candy throwing distribution/update application with safety points, discuss checks that need to be presented to the town for payment.
 12. Discussion regarding number of committee members really needed – could we function more efficiently with few members or a new structure to the committee. Discussion on keeping the committee whole or creating a steering committee to meet and conduct business with 3-5 core members. Motion made by Jeff Sauer to continue meetings as is for 2020 and table discussion until after event to make decision for what steering committee should consist of, second by Ken Dahnke; all in favor.
 13. Discussion from committee members on the possibility of attending via phone – Ted handed out the town ordinance regarding attending meetings from a remote location. No action taken.
 14. Next meeting April 15, 2020 at 5:30.
 15. Meeting adjourned at 6:08 pm.

Respectfully submitted

June Vogel

03/04/2020

