

Minutes of the regular meeting of Brown City Festival Commission
Held Tuesday DECEMBER 10, 2024 at 7 pm.
AT THE CITY HALL COMMUNITY ROOM, 4205 MAIN STREET, BROWN CITY

Quorum: yes

Present: Jamie Bird, Jason, Fuller, Troy Gilbert, Tara Ownes, Kevin Miller

Absent: Geno Novack/city council liaison, Chuck Bennett/city manager

Guests: Julie Miller/mayor, Marc Perez/police

J. Bird called meeting to order- 7 pm

CORRECTION & APPROVAL OF MINUTES:

1. November Regular Meeting: Motion by T.Owens, supported by T. Gilbert to approve minutes, no discussion, all approved. Motion carried.

Treasury Report: Presented by T. Owens - Current Balance: \$23,408.45 as of November 31 reconciled bank statement. Tara was initially given a copy of the bank statement to reconcile the account and then was contacted and asked to destroy it due to it containing too much sensitive information per City Hall. Jamie questioned how we are now supposed to reconcile the account and keep records without this important data. Jamie to follow up.

Motion by K. Miller supported by T. Owens to make a donation to Henry Ford Hospital in the name of George Brennan (Santa) to duplicate last year's donation (not to exceed \$250). Tara will submit necessary paperwork.

For agenda, we will not list current balance, although as we always have, the balance will be reflected in the monthly minutes from each regular meeting.

PERSONAL APPEARANCES: NONE

PUBLIC QUESTIONS & COMMENTS: NONE

PUBLIC HEARING: NONE

PETITIONS & COMMUNICATIONS: NONE

Review Tree Lighting event:

Road closure was set for 4-7pm , we played it by ear and closed when needed (this year around 5:15pm) Will continue to ask for this range. Overall the event went well, we would like to continue to try to communicate better for who is available and when. Hot chocolate was cold and we want to try to monitor the stations (like cookie fest lol) more closely. We did not know when the inside vendors were coming and this made for a bit of conflict with some of our cookies being in the room still. Julie did ask Bryon to come next year. Need 2-4 barrels for heat and couple fire pits (lower). Chairs would also be helpful. Tara would like to see a photographer again next year. Several others including Julie would like to see caroling.

Discussed we need to purchase canopy tent(s), fire pits. Motion by T. Owens, supported by J. Fuller to allow purchase up to \$1000 for tents, fire pits. No discussion, Motion carried.

Tree take down scheduled for Jan 4th 9 am.

New Business:

Jamie would like to try setting up committees to help streamline meetings. For now we will try advertising and fundraising. Jamie has several people in mind and will start working on fundraising. Tara has advertising info and will continue to develop (Jamie mentioned to use committee to discuss where to advertise, costs, help with follow up, and expand areas covered).

Discussed the importance of committee members attending monthly meetings and the head of committees making reports at monthly meetings.

Motion to continue having regular monthly meetings the second Wednesday of each month at 6 pm by T. Owens, supported by T. Gilbert. No discussion, Motion carried.

Next meeting (first regular meeting of the year) will need to affirm commission members/roles.

PUBLIC QUESTIONS & COMMENTS: None

ADJOURNMENT: Motion by T. Owens, supported by ,K. Miller meeting closed at 8:25 pm

Respectfully submitted,

Jamie Bird
Festival Chair