

Brown City Festival Commission
TO BE HELD
Wednesday, May 28, 2025 at 6 P.M.
AT THE CITY HALL COMMUNITY ROOM, 4205 MAIN STREET, BROWN CITY

Quorum: yes

Present: Jamie Bird, Jason Fuller, Tara Owens, Kevin Miller

Absent: Troy Gilbert (sick), Chuck Bennett/city manager (sick)

Guests: Julie Miller/Mayor, Michelle Coleson

Call meeting to order by Jamie Bird at 6 pm.

CORRECTION & APPROVAL OF MINUTES:

May 14 regular meeting minutes- Motion by Tara supported by Kevin, all in favor, motion carried.

May 21 regular meeting minutes- Motion by Tara supported by Jason, all in favor, motion carried.

Treasury Report- T. Ownens

Julie submitted receipts for \$108.94 (painting supplies), stickers (\$19.88), 5K winners cups (\$63.58). These had previous motions.

Motion by Kevin, supported by Jason for petty cash check to be written (used mostly for change and then deposited back into account). All in favor, motion carried.

PERSONAL APPEARANCES: NONE SCHEDULED

PUBLIC QUESTIONS & COMMENTS: Michelle handed in vendor form for Scouts. Group discussed charging no fee and that we appreciate their help. Motion by Kevin, supported by Jason, all in favor, motion carried.

PUBLIC HEARING: NONE SCHEDULED

Geno Novack- he has asked to no longer be city council liaison. Currently there are no volunteers to take this over as of last night's city council meeting.

Matt (Little League) contacted Jamie and advised there is work to be done in field 7. There is a tournament week after BC Days. Kevin working on getting a roller. We will work together with Rotary in regards to this.

Fireworks- permit request signed last night. Site map was updated with verbiage that the technician asked for 450 feet for our show.

Large Signs- should be ready Friday. Jamie will put up.

Parking permits- City Hall has available. Julie will get a pass to Jamie for Hurley. We need 4 signs made for commission golf cards/side x sides. Jamie will have the school make.

Dunk Tank & Chalk Art goodie bags- AJ will have order by Wednesday for snacks ect.

Presale tickets- Angie has these and they are available at Treves and Game Age.

EMS- NOT confirmed. Julie gave Jamie an email and phone number.

Radio Ads- we did additional \$300 in ads last year. Motion by Kevin, supported by Tara to purchase an additional \$300 in radio ads. All in favor, motion carried.

Discussed designs for staff and retail shirts, decided to go with the state shaped style. Motion by Kevin, supported by Jason, all in favor, motion carried.

Linda Faulconer memorial. George Morse asked about honorary parade marshal, Jamie thought tribute by Dewayne Spaw would be more fitting. Dewayne is very good friends with the family.

Liz Rayba asked for a flag to be in the park by where announcing takes place. Will ask Rotary if they can do this. Julie provided flag.

Kevin mentioned "The Weekender" publication should be checked into for next year so we can provide up to date/accurate info.

Tent not purchased, decided won't need for BC Days, but will continue to look for a good fit for this year's fall and winter events.

Horseshoes - Daddy Mudder donated \$250 in goods (t-shirt prizes, horseshoes, tools, and bag. Also shirts for sale). Motion by Kevin, supported by Jason to purchase 2 x 1st place trophies \$65/each. All in favor, motion carried. Jason will order.

Julie asked if there are volunteer waivers. Tara stated she does have.

Liability insurance for the carnival will be submitted by June 1st per Jamie.

Julie would like to see us use key lock boxes to help with accessibility of both sheds. Motion by Tara, supported by Jason, Kevin abstained, all others in favor, motion carried.

Julie has more chalk to donate and Jamie got the box down of left overs.

Jason provided nice bag for audio cords.

Julie spoke with Jay Stall with Posse. Less volunteers although they will for sure be there Friday and Saturday. Jason will also ask Steve Fuller if he could help us out.

Money deposits during BC Days discussed. List of approved people to handle money: commission members, Julie Miller, Chris Lee, and Cathy Mack. Motion by Tara, supported by Kevin. All in favor motion carried. Tara will have deposit slips and processes (with GL numbers).

Jason gave an update for stage trailer. School is coming along with plans and is preparing 2 estimates (wood vs steel).

Tara had an Annie Bishop contact her for a vendor spot and stated that she had paid City Hall with an Apple Card. We suspect she was scammed and although we are saddened by this, we are not responsible. If she would like to pay cash at time of set up, she is welcome to be a vendor.

Radio usage form reviewed. Will need to be signed when radios are assigned. Motion by Tara, supported by Jason, all in favor, motion carried.

Working meeting Sunday, June 1st, 9 am- in the park to continue clean up and set up.

Radio interview set up for Tuesday, June 3 at 8:35 am in Sandusky.

The June 4th meeting will need to be in the park receiving deliveries, starting set up ect.

Motion to adjourn at 7:50pm by Kevin, supported by Jason. All in favor, Motion carried.

Respectfully submitted,

Jamie Bird
Festival Chair