



CITY OF PARK CITY, KANSAS
COUNCIL CHAMBERS
1941 E. 61ST STREET NORTH

Community Relations Advisory Board

October 20, 2020

ROLL CALL

MEETING CALLED TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. APPROVE MINUTES FROM SEPTEMBER 15, 2020
2. APPROVE MINUTES FROM SEPTEMBER 29, 2020

PUBLIC FORUM

STAFF REPORTS

NEW BUSINESS

OLD BUSINESS

1. DISCUSS AND CONSIDER FALL FESTIVAL
2. DISCUSS AND CONSIDER 40th T-SHIRT SALES
3. DISCUSS AND CONSIDER DONATIONS

ADJOURN

CRB meeting minutes 9.15.2020

Present: Sabrina Dahone, Melissa Julius, Tracy Fox, Brandi Baily, Jennifer McQueen, Cheri Busenitz, George Glover (also present via phone call: Jennifer Downey)

Call the meeting to order @ 7:04pm

Approval of Agenda:

- Add: new business
- 4th of July 2021
- Resignation of Carol
- Approval of updated agenda: Motion by Cheri, Sabrina (4-0; motion carried)

Approval of minutes: Tracy, Melissa (4 yes, none opposed. Motion carried)

Public forum- no visitors, no public forum required

Staff reports

Jennifer McQueen:

- T-shirts are in stock.
- Dee, finance director said we need to collect sales tax. Selling the shirts with sales tax (\$15, \$13.87 price without tax).
- Locations: Auntie C's diner, SEW works, Leekers.
- Melissa will coordinate shirt sales for all locations and deal with stocking our locations.
- Charitable contributions form has been created and can be used for us as we go out into the community and secure donations
- Events sheet created for the 2020 fall festival
- Need to go over donations list

Jennifer Downey

- Information regarding fall festival donations

Cheri

- 40th anniversary celebration- use of parking lot. Waiting to hear back from Steve Brown, who will speak with Larry Cook on our behalf
- Switch business order on the agenda to start with old business and then move into new business. Motion by Cheri, Sabrina (4-0; motion carried)

Old Business

1. Discuss and consider fall festival
 - a. Volunteers needed
 - b. List of items (4-7pm)
 - i. Food trucks- Sabrina (no needs or costs- \$10 vendor fee)

- ii. Ponies- those are already booked (we do nothing; they set it up, hand sanitizer, volunteers, and cleanup. \$800)
- iii. DJ/Music- Steve Brown is out (October 24- New Anthem Church to provide DJ music OR live music)
- iv. Pumpkin Run (Jennifer McQueen, \$36 for 12 pack of playing cards, volunteer needed for each stop- city building, twisted city, Atwoods, Leekers, the park. From 2-4pm. Need 1-2 volunteers at the park and at the city building) 4 age groups. And prizes.
- v. Pumpkin painting (Jennifer will coordinate the pumpkin decorating. Paper plates, paint brushes, and paint disposable cups, water. Individual painting kits that can get thrown away. How many sets/pumpkins? 150-200 pumpkins. Special order pumpkins from Leekers (Cindy Wagoner). Cheri to pick up pumpkins the day of. Normally donates \$300.
- vi. Trick or treat scavenger hunt- volunteers event (10 stations?)
- vii. Pumpkin carving contest- pumpkins dropped off by 2pm. (Sabrina. Carved prior to the event. Age group voting. Vote by committee? 2-3 people. Ask council members to come and vote. Vote done by 3:30pm. Hang ribbons on the winners)
- viii. No to the tattoo booth
- ix. No inflatables.
- x. Costume contest- dresses up can enter in the costume. 4:30pm North side of roller rink. Judged by council members. 4 Age group awards- 0-5, 6-11, 12-17, 18+ (George help vote).
- xi. Table for t-shirts. Find someone to sell t-shirts (Pride members)
- c. Special meeting called 9.29.2020 at 7pm. Motion by Melissa, Sabrina (4-0; motion carried)
- d. What time is setup necessary? And what needs? JMQ to provide a list of setup and times.
- e. Approval to spend \$2500 on fall fest. Motion by Sabrina, Jennifer. (5-0; motion carried)

This is our list. Keep it simple.

2. T-shirts: finalized with staff. Brandi will talk to Chris about t-shirts.
3. Discuss and consider donations (see list)

New Business

1. Carol Copeland has turned in her resignation for personal reasons. Motion to approve by Melissa, Cheri (4-0; motion carried). We need to elect 2 members, and we also need to elect a new treasurer. Dana to put an ad in the paper. Cheri will serve as interim treasurer. Create spreadsheet and share it with the team. Motion by Cheri, Sabrina (4-0; motion carried).
2. 4th of July

- a. It is on a Sunday this year? Have it put on the city council agenda. Cheri to talk Marlo.
 - b. Parade coordinator (Ben Saucedo?)
 - c. Food truck coordinator (Sabrina)
 - d. Park activities (10-3p) (Cheri)
 - e. Pre-event (pageant- June 26) (Brandi?)
 - f. Car show coordinator (Kenneth McClendon)
 - g. Fireworks (
 - h. Live entertainment (
 - i. Donations (split up)
3. 40th anniversary celebration- medallion hunt)

Next meeting: 2 weeks from tonight special meeting fall fest.

Adjournment: Motion by Tracy, Sabrina (5-0; motion carried) at 8:32pm

CRB Special Meeting 9.29.2020

Roll Call: Sabrina Dahone, Tracy Fox, Jennifer McQueen, Melissa Julius, Jennifer Downey (via phone call)

Meeting called to order at 7:02pm

Special Meeting Discussion: Fall Festival

Donations list

Leekers is donating 10 bags of candy
Peyton Yandel donating 2-6 month memberships (costume contest)
Forrest Hummel- \$\$\$
Cindy Wagoner- \$300
Best Western- one night stay and country kitchen gift certificate
Daylight Donut- one dozen free assortment of donuts (gift certificate)
Dollar General- Sabrina to call back tomorrow
Sleep Inn- email request
Quality Inn- email request
Family Dollar- no leads
Park City Dental- waiting for call back
Metro Storage- provide a gift basket
Auntie C's- Cheri to talk to Cheryl (not getting anywhere)
Arby's- email request
Freddy's- coupons for 4 combo meals and custard treats
Taco Bell- phone call?
Zoo passes
Wendy's/McDonalds- waiting for response
Jennifer to ask Jessica for a donation (salon)
Twister City- messages
Mosley Street melodrama- passes?
Exploration place- passes?
Looney bin- passes?
Atwoods

Additional items

- Talked with Twister City and Atwoods about being a stop. Don't know yet if we need volunteers or if the employees will be able to man it.
- Sound- music playlist, microphone
- Volunteers for scavenger hunt
- Pride- Cheri has yet to contact them about tables or selling tshirts
- Food truck coalition- Sabrina needs to follow up with the union guy. Will post with vendors to see if they want to show
- Give away t-shirts for prizes?

Purchase list

- Sabrina to order 200 pumpkins from Leekers. Cheri to pick up.
- Jennifer McQueen to order 12 decks of cards (\$32.95)

- Sabrina to order paintbrushes (150), paint from Oriental Trading Post (2 sets of 10 colors), ribbons- put everything in a cart and share the login with the city, battery operated candles
- Tracy to pick up plates and cups (small plastic or Styrofoam), lunch bags, candy (minimum of 2,000+ pieces)

Setup time and information: ????

- 1-2 people in the park by 1pm (Sabrina. Name and number with spreadsheet) sharpies and clipboards from Jennifer McQueen
- Poker Run: 2:00-4:00p
- All Pumpkins for the contest needs to be dropped off by 2:00pm
- All activities are from 4:00-7:00p
- Costume contest- 4:30pm (George? Emcee for the event)
- Scavenger hunt- until candy runs out
- Ponies- whole time
- Music- entire time (3:00pm)
- Pumpkin paint station- entire time
- Food trucks- entire time

Supplies:

- Tables
- 2 igloos for water
- folding chairs (move picnic tables up?)
- Portable stage? Need to use the not-so-great trailer.
- Unlock concession stand
- Jennifer McQueen to coordinate porta johns

Additional items

- Motion to pay to do snow cones and cotton candy for free. \$250 to her. Sabrina, Melissa. 5-0. Motion passed.
- FB page- roller hockey game- day of the event. Motion to reach out, Cheri, Melissa. 4-1. Motion carried. Jennifer McQueen to contact the team/organizer.
- It's supposed to hit FB ASAP. Jennifer to talk to the tech guy (Matt)
- Keep hitting up locations for donations. Update the group text with information.
- Tracy will be gone day of. Cheri will not be available for the morning.

Adjournment at 8:04pm