



Committee Agenda

January 23, 2014 - 7:00 pm

City Hall – 7700 Mission Road - Multi-Purpose Room

- I. Open Meeting
- II. Introduction of members
- III. Review and approval of July 2013 minutes
- IV. Review of recommendations from 2013
- V. Budget
- VI. Staff Reports
 - a. Administration
 - b. Public Works
 - c. Police Department
 - d. Fire Department
- VII. Planning Group Assignments
 - a. Entertainment – Deke Rohrbaugh
 - b. Creativity Center – Patty Jordan
 - c. Crafts – Barb Shaw
 - d. Patriotic Service
 - e. Food Vendors – Susan Forrest
 - f. Information Booth – Deke Rohrbaugh
 - g. Volunteers – Tracy Landing
 - h. Decorations – Patty Jordan
 - i. Sponsorships – Marianne Noll
 - j. Marketing –
 - k. Pie Contest –
 - l. Bike Rodeo
 - m. Fingerprinting – Masonic Lodge
 - n. Community Spirit Award – Toby Fritz
 - o. History Display – Ted Fritz
 - p. Wow item
- VIII. Monthly schedules and deadlines
- IX. Next meeting – February 27, 2014; 7:00pm

VILLAGEFEST COMMITTEE
July 25, 2013

The VillageFest Committee met July 25, 2013 at 7:00 pm. Present and presiding, Marianne Noll. Members present: Cindy Clark, Deke Rohrbach, Susan Forrest, Toby Fritz, Ted Fritz, Ed Roberts, Patty Jordan, Danielle Dulin, Wes Jordan, Byron Roberson, Mayor Shaffer and Jeanne Koontz.

Minutes

Ed Roberts moved approval of the minutes of the July 25, 2013 meeting. The motion was passed unanimously.

Staff Reports

Police Department

Byron reported that the crowd was probably the largest in history and there were not as many lost children reported this year. The cooler weather and day of the week likely contributed to the crowd size.

Budget Report

Marianne reported that revenues exceeded expenditures. The fees for the craft fair, pie baking contest and non-profit booth helped increase revenues.

Planning Group Reports

A. Entertainment - Deke Rohrbach

Deke reported that the crowd loved Valentine and the Knights. The decorations at the stage were better this year. Debbie the DJ did an awesome job at providing a good mix of music and making stage announcements.

B. Marketing - Marianne Noll, Jeanne Koontz

The scheduled Facebook posts went well and we were lucky to be on Channel 41. The flyer in the newsletter is the biggest marketing piece and many residents brought their flyer with them.

C. Child Craft Center - Patty Jordan

There were no disturbances this year and the craft center remained very busy. Patty said she had great volunteers and the two crafts worked well. Strollers were not an issue this year.

D. Crafts - Cindy Clark

There were 22 craft vendors with two no shows. Many of the craft vendors reported doing very well. The location worked out a lot better. 22 to 24 vendors is probably the maximum unless another location is used.

E. Patriotic Service

The patriotic service went well.

F. Food - Susan Forrest

Susan said the food went well this year and it was the right amount of vendors. All of the vendors were happy and want to come back next year. One of the vendors would like to sell mexican corn. He would bring a separate trailer that would heat the corn. Susan said she was concerned about the heat. The committee decided not to allow the mexican corn trailer.

Coffee was a problem, again this year, at the Pancake Breakfast. The coffee pots were not working. Dennis Enslinger made coffee all morning.

G. History Display - Ted Fritz

Marianne said the history display was very well received and suggested that Ted set-up by the display next year. Ted asked the committee for feedback on the buttons, tribal dancers and the history display. He stated if the committee wants to do buttons again, he would like to purchase a button paper cutter to make the process smoother. Ted suggested a display on the Civil War next year. The committee agreed with this idea. The tribal dancers did a great job. The committee suggested having Civil War re-enactors next year.

H. Pie Baking Contest - Danielle Dulin

Danielle reported there were 35-36 entries with 4 walk-ups. There was a great turn-out and it will be even bigger next year. Danielle noted a number of items to keep in mind for next year: more judges; prepare for walk-up entries; and judges need something to cleanse the pallet. Marianne asked the committee to keep their eyes open for cooler rentals so we can accept dairy pies next year. Susan Forrest suggested having a cookie contest for the youth to get more participants.

I. Children's Parade

No report.

J. Information Booth - Beth Cavanaugh

No report.

K. Community Spirit Award - Toby Fritz

Toby reported that six nominations were received and there were three winners: Barbara Vernon, Anne-Marie Hedge and BRGR. Marianne Noll asked if there was a better way to get more people interested. She suggested taking a couple of years off. Toby said the people that received the award were very deserving. Deke suggested tapping into volunteers and turning the award into a Volunteer of the Year Award. Danielle said maybe people are too intimidated to nominate others based on past recipients. Marianne said the award is for any resident who is making a difference in the community. Patty suggested promoting the awards at the volunteer dinner. Deke suggested promoting it in every newsletter.

L. Bike Rodeo

450 helmets were given away.

M. Children's Fingerprinting - Ed Roberts

There were not as many participants as in the past. They would like to fingerprint senior citizens as well.

N. Volunteers - Beth Cavanaugh

It was harder to get volunteers this year. We need more event volunteers and committee members.

Other Business

The calliope was unable to make it this year but will come next year. The layout of the event was much better this year. The layout may need to be reorganized to help with line maintenance. The Face Painters were excellent. The balloons and flags were beautiful. The committee would like the banner to be hung over Mission Road next year.

The meeting adjourned at 8:22 pm.

Marianne Noll
Chair



Reflections on 2013 & Recommendations for 2014

1. Pie Baking Contest – neat hometown feel; look into allowing dairy-based pies; need cooler donated and electricity
2. Zip Line – vendor started late; not worth the \$4,000 to have it again; willing to pay between \$1,500-\$2,000 if Fun Services buys there own
3. Move an activity to the hill above the skate park – Inflatable?, slide?
4. Use a different color fence along Mission Rd
5. Put out all the flags
6. Close the circle drive entrance at the beginning of the event
7. Need more Home Depot kits
8. Big Tent in front of the stage was helpful
9. Good Timeframe

VillageFest Expenses 2014

Item/Activity	Budget	Spent	2013 Expenses	2012 Expenses
Entertainment				
Cosgrove/Funky Mama/Sound System	\$ 2,300.00		\$ 2,300.00	\$ 2,300.00
Headliner	\$ 1,200.00		\$ 1,000.00	\$ 1,200.00
Patriotic Service - DJ	\$ 350.00		\$ 350.00	\$ 400.00
Singer	\$ 100.00		\$ 100.00	\$ 100.00
Main Stage DJ	\$ 450.00		\$ 450.00	\$ 500.00
Total Entertainment	\$ 4,400.00	\$ -	\$ 4,200.00	\$ 4,500.00
Family Activities				
Petting Zoo	\$ 975.00		\$ 975.00	\$ 975.00
Clement McCrae Puppets	\$ 875.00		\$ 875.00	\$ 875.00
Craft Center Supplies	\$ 400.00		\$ 355.97	\$ 500.86
Face Painter - Sister Act 5 for 4 hrs	\$ 1,600.00		\$ 1,600.00	\$ 1,600.00
Pony Rides	\$ 975.00		\$ 975.00	\$ 975.00
Inflatables	\$ 1,605.00		\$ 1,375.00	\$ 1,605.00
Ararat Shrine Clowns (3 clowns for 4 hours)	\$ 600.00		\$ 600.00	\$ 600.00
Petting Zoo Cups & Sanitizer	\$ 20.00		\$ 20.94	\$ 13.70
Fun Services - Trackless Train Rock Wall, 2 operations attendants	\$ 1,510.00		\$ 1,585.00	\$ 1,450.00
Sister Act Wacky Hair - 2 artists for 4 hours	\$ 640.00		\$ 640.00	\$ 640.00
Giggles n Jiggles LLC	\$ 650.00		\$ 650.00	\$ 650.00
Games 2 - \$100/hr	\$ -	\$ -	\$ -	\$ 400.00
Photo Booth	\$ 500.00		\$ 500.00	\$ 500.00
Laughing Matters	\$ -		\$ -	\$ 500.00
Yo-Yo Champion	\$ -		\$ -	\$ 140.00
Mascots	\$ 200.00		\$ 150.00	
Pie Contest	\$ 650.00		\$ 488.05	
Native American Dancers	\$ -		\$ 500.00	
Beaks N Wings	\$ -	\$ -	\$ -	\$ -
Total Family Activities	\$ 11,200.00	\$ -	\$ 11,289.96	\$ 11,424.56
Pancake Breakfast				
Chris Cakes	\$ 3,200.00		\$ 3,126.48	
Coffee Vendor	\$ 240.00		\$ 104.22	\$ 240.00
Start-up Cash	\$ 400.00		\$ 400.00	\$ 400.00
Total Pancake Breakfast	\$ 3,840.00	\$ -	\$ 3,630.70	\$ 640.00
Advertising				
Don Mackey	\$ 300.00		\$ 280.00	\$ 300.00
Website - Domain Reg.	\$ 40.00			
Printing	\$ 20.00		\$ 19.17	\$ 12.77
Total Advertising Budget	\$ 360.00	\$ -	\$ 299.17	\$ 312.77
Supplies				
Stage	\$ 827.00		\$ 827.00	\$ 827.00
Decorations	\$ -		\$ 59.50	\$ -
Balloons	\$ 650.00		\$ 578.00	\$ 650.00
Give-aways	\$ 600.00		\$ 558.08	\$ 544.01
Community Service Awards	\$ 200.00		\$ 167.50	\$ 220.00
VF Shirts	\$ 200.00		\$ 182.39	\$ -
Sponsor Decals	\$ -	\$ -		\$ 108.75

VillageFest Expenses 2014

Item/Activity	Budget	Spent	2013 Expenses	2012 Expenses
Golf Cart Rental	\$ 150.00		\$ 140.00	\$ -
Buttons	\$ -	\$ -		\$ 35.95
Tents & Tables			\$ 474.62	
Donuts				\$ 8.52
Volunteer Hospitality	\$ 250.00		\$ 232.79	
Total Supplies	\$ 2,877.00	\$ -	\$ 3,219.88	\$ 2,394.23
TOTAL	\$ 22,677.00	\$ -	\$ 22,639.71	\$ 19,271.56
Municipal Foundation Expenses				
Banners				\$ 552.00
T-shirts				\$ 852.00
Pancake Breakfast				\$ 3,146.64
Misting Fan (2)				\$ 100.00
Tables (6)				\$ 299.88
Water & Trash Bags				\$ 30.30
Tents (3)				\$ 195.73
Polo Shirts				\$ 498.12
Mobile Zip Line '13/Plane Flyover '12			\$ 4,175.00	\$ 1,200.00
	\$ -		\$ 4,175.00	\$ 6,874.67
Total VillageFest Expenses	\$ -		\$ 26,814.71	\$ 26,146.23

**VillageFest 2014
Staff Report #1
January 23, 2014**

1. The following acts have been booked for 2014.
 - a. Chris Cakes pancakes - \$3.36 per plate – estimated total with 800 people eating is \$2,839.20; Last year we served 918 people
 - b. Fun Services - Trackless Train. The Rock Wall is already reserved.