



Committee Agenda

June 26, 2014 - 7:00 pm

City Hall – 7700 Mission Rd - Multi-Purpose Room

Please pick up a ballot at beginning of meeting and vote for Community Spirit Awards.

- I. Open Meeting
- II. Review and approval of May 2014 minutes
- III. Staff Reports
 - a. Administration
 - b. Public Works
 - c. Police Department
- IV. Logistics for days leading up to July 4
- V. Planning Group Assignments
 - a. Community Spirit Award – announcement of winners – Toby Fritz
 - b. Creativity Center - Patty Jordan
 - c. Decorations – Patty Jordan
 - d. Crafts - Barb Shaw
 - e. Pie Baking Contest – Theresa Gibbons and Danielle Dulin
 - f. History Display – Ted Fritz
 - g. Food Vendors – Susan Forrest
 - h. Entertainment – Deke Rohrbach
 - i. Information Booth – Deke Rohrbach
 - j. Volunteers – Tracy Landing
 - k. Fire Department – Tony Lopez
 - l. Sponsorships – Marianne Noll & Jeanne Koontz
 - m. Marketing – Marianne Noll & Jeanne Koontz
 - n. Patriotic Service – Marianne Noll
- VI. Next Meeting: July 24, 2014 7:00

VILLAGEFEST COMMITTEE

May 22, 2014

The VillageFest Committee met May 22, 2014 at 7:00 pm. Present and presiding, Co-Chairs Marianne Noll and Cindy Clark. Members present: Deke Rohrbach, Dale Warman, Toby Fritz, Barb Shaw, Ed Roberts, Tracy Landing, Patty Jordan, Ted Fritz, Tony Lopez, Ashley Dooley Wohlgemuth, Courtney McFadden, Bill Billings, Byron Roberson and Jeanne Koontz.

Cindy Clark welcomed Courtney McFadden as the new Council Representative for the committee.

Minutes

Toby moved to approve the minutes from April 24, 2014. Marianne seconded the motion and it passed unanimously.

Staff Reports

A. Administration

Jeanne reported that the Johnson County League of Women Voters will have a booth space. Jeanne stated she is waiting on two contracts but everything else is in order.

B. Public Works

Bill reported the green fence has arrived and the grill area at Harmon Park Pavilion is almost finished.

C. Police Department

Byron reported he will let Bill know what the Police Department needs for their display.

Planning Group Assignments

A. Community Spirit Award - Toby Fritz

Toby presented the proposed Spirit Award design. The committee likes the new award. Five nominations were received. Toby suggested extending the deadline by one or two weeks. Marianne suggested extending the deadline until the next meeting and voting at the June meeting. The committee agreed to postpone the vote until June and extend the deadline. The committee also decided to create a ballot for the voting process.

B. Child Craft Center - Patty Jordan

Patty stated the crafts are in and she still needs to purchase the photo printer. Home Depot is scheduled to come.

C. Decorations - Patty Jordan

The balloons have been ordered.

D. Crafts - Barb Shaw

Barb stated she has received 8 applications. She will continue to work on getting more craft vendors.

E. Pie Baking Contest - Theresa Gibbons and Danielle Dulin

Cindy reported on behalf of Theresa. They are working with HyVee and Hen House on ice tubs for the dairy pies. Five submissions have been received so far.

F. History Display - Ted Fritz

Ted reported he is finalizing his exhibit in City Hall and he will be attending of the meeting of the Missouri Irish Brigade next week to ensure everything is in order. They will be given a \$300 donation

for the Living History Exhibit. Marianne stated they will be showing the kids how to do military style drills with dowels.

G. Food Vendors - Susan Forrest
No Report.

H. Entertainment - Deke Rohrbach
All the contracts are signed. Deke requested a tent for the sound system and DJ.

I. Information Booth - Deke Rohrbach
Deke said she needs two volunteers for the Info Booth. The Info Booth will need a 10x10 tent this year. The Photo Bus will go where the Info Booth has been in the past.

J. Volunteers - Tracy Landing
Tracy said she has ten volunteers plus Dale's grandchildren. She needs more volunteers for the afternoon shifts. Ted said he needs one volunteer.

K. Fire Department - Tony Lopez
Tony said they will bring the bucket truck for the Mayor to go up in. The Fire Department will also bring the water prop and pumper truck for demonstration.

L. Sponsorships - Marianne Noll & Jeanne Koontz
Marianne reported that she is following up on a few more sponsorships. The committee suggested contacting new businesses: Pinot Palace and Gregory's Floral.

M. Marketing - Marianne Noll & Jeanne Koontz
Marianne reported the Facebook posts have been scheduled and we will ask Jay to run more stories on the pvpost.

N. Patriotic Service - Marianne Noll
Marianne reported that she has requested that Stephanie Ramos with Channel 9 sing at the Patriotic Service. Deke stated that Kaylee Dionne with Channel 41 also sings. The Boy Scouts will be presenting the colors.

Other Business

The YMCA plans on being there with tumbling mats for toddlers and tattoos.

Dale Warman said he is willing to talk with KCPL regarding hanging the banner over Mission Rd for a few days.

The next meeting is June 26, 2014 at 7:00 pm. The meeting adjourned at 7:47 pm.

Marianne Noll & Cindy Clark
Co-Chairs

**VillageFest 2014
Staff Report #4
June 26, 2014**

1. Mascots
2. Review Cell Phone Contact Information for the event

2014 VillageFest Schedule

Main Stage Schedule	
Time	Event
9:00 - 9:30	Funky Mama
10:00 - 11:00	Jim "Mr. Stinky Feet" Cosgrove & the Hiccups!
11:30 - 1:00	Flashback

Harmon Park Pavilion Schedule	
Time	Event
7:30 - 11:00	Chris Cakes Pancake Breakfast
7:30 - 11:00	DJ
8:30	Pie Submission Deadline
8:45-9:30	Patriotic Service -Color Guard -Welcome by Mayor/Pledge of Allegiance -Star Spangled Banner - Stephanie Ramos from KMBC 9 News -Community Spirit Awards
10:30	Announce Winners of Pie Contest

Other Events		
Time	Event	Location
8:00 - 1:00	Information Booth	Next to Main Stage
9:00 - 1:00	Craft Fair	Parking Lot
9:00 - 1:00	Mechanical Bull, Nuclear Meltdown, Trackless Trin	Parking Lot near Skate Park
9:00 - 1:00	Child ID Program	Council Chambers
9:00 - 1:00	Public Safety & Fire Safety Demos	Parking Lot
9:00 - 1:00	City Committee Displays (Environmental, Sister City, JazzFest)	Campus Lawn
9:00 - 1:00	Civil War Living History Exhibit	Harmon Park
9:00 - 1:00	Civil War Display	City Hall
9:00 - 1:00	YMCA Kids Tumbling Area	Campus Lawn
9:00 - 1:00	Human Hamster Balls	North of Main Stage
9:00 - 1:00	Mascots	Roaming
9:00 - 1:00	Children's Craft Center	Community Center
9:00 - 1:00	Inflatables	Campus Lawn
9:00 - 1:00	Clowns	Campus Lawn
9:00 - 1:00	Home Depot Activity	Campus Lawn
9:00 - 1:00	Petting Zoo	Campus Lawn
9:00 - 1:00	Pony Rides	South of Community Center
9:00 - 1:00	The Photo Bus	Front of City Hall
9:00 - 1:00	Sister Act Face Painting	Campus Lawn
9:00 - 1:00	Wacky Hair	Campus Lawn
9:00 - 1:00	Food Vendors	Circle Drive
9:00	Clement McCrae Puppet Show	South of Community Center
9:30 - 1:00	HyVee Food Station	Basketball Court
10:00 - 12:00	Bike Rodeo	PD Parking Lot
10:00	Clement McCrae Puppet Show	South of Community Center
11:00	Children's Parade Staging	Circle Drive
11:00	Clement McCrae Puppet Show	South of Community Center
11:15	Children's Parade	Mission Rd
12:00	Clement McCrae Puppet Show	South of Community Center

VillageFest Revenue 2014

Item/Source	Budget	Received	Committed	2013 Income	2012 Income
City Allocation	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 15,000.00
Food Vendor Fee	\$ 525.00	\$ 525.00	\$ 700.00	\$ 525.00	\$ 525.00
Capitol Federal	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Commerce Bank	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Taylor Made Team	\$ -				\$ 1,000.00
Renewal	\$ 750.00			\$ 750.00	\$ 750.00
Lega C (prev. Lane4 Properties)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Old Mission Masonic Lodge	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
O'Neill's Restaurant	\$ 500.00			\$ 500.00	\$ 500.00
Mission Road Animal Clinic	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Harvey for Senate					\$ 750.00
Wolf for Senate					\$ 750.00
College Nannies + Tutors	\$ 1,000.00	\$ 1,000.00	\$1,000.00	\$1,000.00	
Tutera	\$ 750.00	\$ 1,000.00	\$1,000.00		
Shaffer, Bollier & Clayton	\$ 750.00	\$ 250.00	\$750.00		
Prairie Village Arts Council	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
Booth Fee		\$ 25.00	\$ 25.00	\$ 125.00	
Craft Vendor		\$ 150.00	\$ 375.00	\$ 550.00	
Pie Baking Contest				\$ 217.89	
Pancake Breakfast	\$ 4,000.00			\$ 4,856.00	\$ 4,795.00
SUBTOTAL	\$ 28,625.00	\$ 23,300.00	\$ 24,200.00	\$ 28,873.89	\$ 28,420.00
Friends of VillageFest	\$ 2,000.00	\$ 1,430.00	\$ 1,430.00	\$ 2,325.00	\$ 2,475.00
TOTAL	\$ 30,625.00	\$ 24,730.00	\$ 25,630.00	\$ 31,198.89	\$ 30,895.00

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	\$ 2,300.00
Headliner	\$ 1,700.00	\$ 1,700.00	\$ 1,000.00	\$ 1,200.00
Patriotic Service - DJ	\$ 350.00	\$ 350.00	\$ 350.00	\$ 400.00
Singer	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
Main Stage DJ	\$ 450.00	\$ 450.00	\$ 450.00	\$ 500.00
Total Entertainment	\$ 4,900.00	\$ 4,800.00	\$ 4,200.00	\$ 4,500.00
Family Activities				
Petting Zoo	\$ 987.50	\$ 987.50	\$ 975.00	\$ 975.00
Clement McCrae Puppets	\$ 915.00	\$ 915.00	\$ 875.00	\$ 875.00
Craft Center Supplies	\$ 600.00	\$ 381.75	\$ 355.97	\$ 500.86
Face Painter - Sister Act 5 for 4 hrs	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Pony Rides	\$ 987.50	\$ 987.50	\$ 975.00	\$ 975.00
Inflatables	\$ 1,370.00	\$ 1,370.00	\$ 1,375.00	\$ 1,605.00
Ararat Shrine Clowns (3 clowns for 4 hours)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Petting Zoo Cups & Sanitizer	\$ 20.00		\$ 20.94	\$ 13.70
Fun Services - Trackless Train, Nuclear Meltdown, Mechanical Bull, 3 operations attendants	\$ 2,655.00	\$ 2,655.00	\$ 1,585.00	\$ 1,450.00
Sister Act Wacky Hair - 2 artists for 4 hours	\$ 640.00	\$ 640.00	\$ 640.00	\$ 640.00
Giggles n Jiggles LLC	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
Games 2 - \$100/hr	\$ -	\$ -	\$ -	\$ 400.00
Photo Booth	\$ -		\$ 500.00	\$ 500.00
Laughing Matters	\$ -		\$ -	\$ 500.00
Yo-Yo Champion	\$ -		\$ -	\$ 140.00
Mascots	\$ 250.00	\$ 250.00	\$ 150.00	
Pie Contest	\$ 1,000.00		\$ 488.05	
Native American Dancers	\$ -		\$ 500.00	
Pinball Machines	\$ 600.00	\$ 600.00		
Civil War Living History Display	\$ 300.00	\$ 300.00		
Beaks N Wings	\$ -	\$ -	\$ -	\$ -
Total Family Activities	\$ 13,175.00	\$ 11,936.75	\$ 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.	\$ -			
Printing	\$ 20.00		\$ 19.17	\$ 12.77
Total Advertising Budget	\$ 320.00	\$ -	\$ 299.17	\$ 312.77
Supplies				
Stage	\$ 827.00	\$ 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

VillageFest Expenses 2014

Item/Activity	Budget	Spent	2013 Expenses	2012 Expenses
VF Shirts	\$ 300.00	\$ 155.12	\$ 182.39	\$ -
Sponsor Decals	\$ -	\$ -	\$ -	\$ 108.75
Golf Cart Rental	\$ 150.00	\$ 150.00	\$ 140.00	\$ -
Buttons	\$ -	\$ -	\$ -	\$ 35.95
Tents & Tables			\$ 474.62	
Donuts				\$ 8.52
Volunteer Hospitality	\$ 250.00		\$ 232.79	
Total Supplies	\$ 2,977.00	\$ 1,132.12	\$ 3,219.88	\$ 2,394.23
TOTAL	\$ 25,212.00	\$ 17,868.87	\$ 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
Photo Bus	\$ 1,200.00	\$ 1,200.00		
Mobile Zip Line '13/Plane Flyover '12			\$ 4,175.00	\$ 1,200.00
	\$ 1,200.00	\$ 1,200.00	\$ 4,175.00	\$ 6,874.67
Total VillageFest Expenses	\$ 26,412.00	\$ 19,068.87	\$ 26,814.71	\$ 26,146.23