



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

Community Relations Advisory Board

June 14, 2021 7:00 P.M.

ROLL CALL

MEETING CALLED TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MINUTES

PUBLIC FORUM

STAFF REPORTS

OLD BUSINESS

1. DISCUSS AND CONSIDER 4th OF JULY UPDATE FOR EVENT
2. DISCUSS AND CONSIDER SPONSORSHIPS UPDATE

NEW BUSINESS

1. DISCUSS AND CONSIDER FISHING DERBY

ADJOURN

4th of July special meeting 5.24.2021

Roll Call (Sabrina Dahogne, Jennifer Downey, Melissa Julius, Cheri Busenitz, Brandi Baily, Jennifer McQueen, Brittany Millikan, Dalton Black, Steve Brown, Bob Robertson)

Meeting called to order 7:06pm

Approval of Agenda (Melissa, Sabrina; 5-0)

Agenda: discuss the 4th of July event details

Pageant

- Form is back on the website
- Trophies are all in
- Categories should mirror the trophies: winner, first runner up, second runner up
 - Miss (15-18)
 - Toddler Miss
 - Young Miss
 - Little Miss
 - Junior Teen Miss (12-14)
 - Tiny Miss
- Leekers has donated flowers
- Best Western is contracted; prep room, stage and water station
- Snacks? See if they want to donate snacks again
- Get the online form going and put on Park City's website and FB page
- Need MC and Judges
- 2p-4p, come as early as noon (could decorate the stage early)
- Girls will ride in the parade- need a flatbed

Parade 9:00a

- Need previous entries for the parade (access to the job site)
- Walk the Kechi route?
- Golf carts have been donated (Saturday evening pickup)
- Cheri to work with Brittany
- Jennifer McQueen to talk to police about route and time
- Public works department to tape off intersections
- Need to order trophies for the parade:
 - Funniest
 - Most patriotic
 - Family
 - Civic group
 - Business
 - Overall

- Walkie talkies- Sabrina to order (17th and Broadway) motion to rent the walkie talkies for up to \$200 (Jennifer, Melissa; 5-0, motion carried)

Morning Activities 10a-2p

- Car Show (setup begins at 7a; they have until 10a to register. Judging starts at 11a, announcements at 2p)
 - Potential demonstration with several special cars or campers
 - Don Hattan, Harper Camperland
 - Will setup down by the ice rink/BMX track (where we hosted fall fest)
 - Trophies finalized and ordered, dash plaques (check with the embroidery shop)
 - Volunteers- voluntold- Jennifer McQueen's family; find more volunteers
 - Backup rain plan: the community plan
 - Need to order porta potties
 - Need judges for the event
- Water carnival
 - 10 stations
 - Will double check on water
 - volunteers
- Inflatables
 - 3 inflatables rented
- Ice cream sandwiches- Leeker's (pay at cost- motion to pay up to \$500 Sabrina, Jennifer; 5-0, motion carried)
- RC car racing- Rorrng Entertainment (620.262.6522 or 620.262.1987) motion to approve a contract up to \$2000 (Cheri, Melissa, 5-0; motion carried)
- Parade awards at 10a
- Pet show (10:30a)
 - Ordering trophies for the event
 - Christina from Chisholm Tails is going to be our judge
 - Low level stage with a microphone (stage and sound equipment for the pet show)
- Face painting- body art by Sarah up to a \$500 contract (Jennifer, Cheri, 5-0; motion carried)
- Troubles the Clown- Brandi to follow up with him, contract up to \$200 (Jennifer, Cheri; 5-0; motion carried)
- Food trucks
 - Lions Club- JMcQ
 - Ray's BBQ- Brandi
 - Snow Cones?- Brandi
 - Kona Ice?
 - Tator Truck, Freddy's, Coalition- no response
 - Uno Mas- Melissa
 - Brown Box Bakery- Melissa
 - Others?
 - New Anthem Cheri?

Evening Activities 6:30-10:00p

- Relevant Audio stage and sound- send to Jennifer McQueen's email for contract
- Need a phase 3 generator. DND Generator. follow up for rental- motion for \$500 (Sabrina, Jennifer; 5-0, motion carried)
- Bands- Abandon Kansas and a country cover band \$1500+food (Jennifer, Melissa; 5-0, motion carried)
- Fireworks- all set
- Evening food trucks: Dalton, Melissa, Ray's both morning and evening
 - Newton food trucks

Other items

- Website and facebook are both up
 - FB page- take over by the CRB
 - Have the website re-route to the city webpage and FB page (link to domain)
- Cheri will contact Matt with full information for the event
- Meetings for June: 14th and special on the 28th

Call for Adjournment (Cheri, Melissa; 5-0, motion carried) 8:04pm

CRB Meeting Minutes 5.10.2021

Roll Call Jennifer Downey, Dalton Black, George Glover, Melissa Julius, Brittany Millikan, Tracy Fox, Jennifer McQueen, Brandi Baily

Meeting Called to Order 7:04pm

Approval of Agenda (Cheri, Tracy; 6-0, motion carried)

Public Forum

Staff Reports

- No new staff reports

Old Business

- Discuss and consider PC Serve Day event details
 - Volunteers- needed (Brandi+ 1, Jennifer Downey +1)
 - Zac Day from Parks Department is volunteering
 - Other parks department volunteers
 - City maintenance vehicles and equipment
 - T-shirts for volunteers (Cheri, Tracy; 6-0, motion carried)
 - Home improvement grant and exterior paint grants- can apply for assistance
- Discuss and consider 4th of July event updates
 - Sabrina
 - Pageant is booked, contract will get signed
 - Crowns and trophies will be ordered
 - Brandi will meet with Sabrina to organize final details
 - Signups on facebook, details in the paper
 - Float for pageant winners?
 - Brandi
 - Need to purchase crowns, trophies
 - Would like to spend \$500 for the budget (Cheri, Jennifer; 6-0, motion carried)
 - Parade- really stressed out
 - Forms
 - Cheri to email Steve Brown to shut down website; get a list of forms
 - Find a grand marshal (Chief Billy Friend- Cheri and Brandi to ask)
 - Brittany Millikan to help organize
 - \$300 on trophies for pet show and parade (Jennifer, Melissa; 6-0, motion carried)
 - Cheri: morning
 - Pet show (Chisholm Tails, Christina Mayfield- talk to Sabrina) and trophies

- Water carnival
 - 3 inflatables (dunk tank)
 - Face paint? \$620
 - Race track- are interested in coming in
 - Troubles the clown
 - Ice cream social- Brandi Baily (Chris Leeker)
 - Porta potties
- Food trucks- 10-2p, 5:30p-6:00p
 - Rays is confirmed
 - Lions Club (Sabrina or Jennifer)
 - Snow Cone- Brandi
 - Tators and Toppings (Melissa)
 - Ken and Barbie (Jennifer McQueen)
- Melissa and Jennifer: evening activities
 - Jeremy Spring (help plan the evening activities?)
 - Mark Baker is available
 - Ante Up and Patz (\$2500 would bring music, lights and stage)
 - Need help securing a stage and lights? Hydraulic stage with sound and lights (\$3000) (\$1900 stage, \$1000 sound and lights) (Cheri, Jennifer; 6-0, motion carried)
 - Up to \$2000 for musical acts (Melissa, Jennifer; 6-0, motion carried)
- Fireworks are on the consent agenda for the city council
- Jennifer McQueen- car show
 - No donations for car show yet
 - Registrations have been opened, working on contact information
 - Up to \$1500 for car show budget (Jennifer, Cheri; 6-0, motion carried)
- 5 porta potties- JMcQ
- Kansas Golf and Turf- Melissa, Don Hattan- Cheri and JMcQ
- Table the walkie talkie purchase
- Parade Traffic Control- Jennifer McQueen
- Motion to close 4th of July discussion (Cheri, Tracy; 6-0, motion carried)
- Discuss and consider sponsorships update (Cheri and Brandi to coordinate this)

New Business

- New board members
- Budget \$32,000 for 2022 (Jennifer, Melissa; 6-0, motion carried)

Adjournment (Cheri, Jennifer; 6-0; motion carried) 8:39pm