

**SPECIAL EVENTS  
MONTHLY MEETING MINUTES – MAY 20, 2021**

**Present:** Peggy Schneider, Candy Moore, Wayne Eichelkraut, Heidi Eisert, Jim Reilly and Michael Dougherty

**Absent:** Sherra Blakely and Jani Eichelkraut.

**Minutes:** On a motion by Mike and a second by Candy, minutes of the April 2021 meeting were approved.

**Financial Report:** Expenses of the fiscal year ending April 30 totaled \$15,300 and included \$6,800 for the Festival of Lights celebration (lights, lumber, accessories, lift equipment, etc.) and \$8,500 for Music in the Park (musical acts and banner replacement). A total of \$17,600 remained unspent and reverts to the city.

**Action:** On a motion by Jim and second by Mike, the financial report was approved.

**Funding Request:**

Four funding requests were received and reviewed.

- 1) **\$3,090 requested from the Ottawa Chamber of Commerce** and sponsors of the Kites in Flight event May 23 at Heritage Harbor, to cover marketing, portable restrooms, and candy drop.

**Action:** On a motion by Jim and a second by Candy, the committee authorized an allocation of up \$540 for porta-potties.

**Discussion:** Members noted that one sponsor, Ottawa Visitors Center, is already tasked with marketing events and another city organization should not be asked to chip in on that task. Wayne also noted that, while Special Events invites requests to defray costs, it doesn't mean SEC should be expected to fund an entire event.

- 2) **\$700 requested from Amanda Weygand and Open Space Art Gallery** to provide a craft stick kite ornament activity at the kite festival. Subsequently, Weygand amended her request to \$350 because she already had a donor to defray half the expense.

**Action:** On a motion by Mike and a second by Jim, the committee authorized an allocation of \$350 for craft kits.

**Discussion:** Peggy noted that Amanda had also received SEC funding for children's activities related to an art market she hosts. Wayne said Open Space is stepping forward to plan children's activities as the city had requested of businesses and organizations and had pledged financial support for.

- 3) **\$500 requested from Open Space Art Gallery** for a band for the art market. The band Easy Riders will perform at the final market on West Madison Street on September 17.

**Action:** On a motion by Candy and second by Jim, the committee allocated \$500 to Open Space as the inaugural request to the city's Music in the Streets proposal.

**Discussion:** Wayne reported he'd visited with numerous downtown businesses and retailers about the Music in the Streets program initiated this year. The city will provide a stage and garbage cans and close off side streets for the events. Several business people are interested in the idea. Some additional requests came to the city and will be considered by SEC next month.

Wayne said the city's intent is to keep the program within the downtown TIF district, and mentioned that some merchants outside that perimeter had also expressed interest. Peggy and Jim suggested inviting them to partner with businesses (anybody can sponsor, whether eateries or retailers) that are downtown so as to be able to include more of the city's businesses.

- 4) **\$9,945 requested from Tangled Roots Brewing** for a 3-day event called Oktoberfest at Washington Park and the Jordan Block on September 17-19. The request would defray expenses for children's activities such as a bounce house, miniature golf, cleaning & sanitizing and setup/breakdown of the activities.

**Action:** On a motion by Jim and second by Candy, the matter was tabled while Heidi and Wayne and the mayor meet with Tangled Roots on the scope of the project.

**Discussion:** Wayne noted that one night's activities conflicts with an event already scheduled on Madison Street nearby. Jim noted the committee and the city would like to encourage such activities, but does not want to shoulder the entire expense but to partner with business hosts.

#### **New Business:**

**Music in the Streets:** Wayne shared a press release detailing the Music in the Streets program. SEC will fund up to \$500 to an establishment to provide live music on Fridays and Saturday nights from 8-11. The city will provide a stage, garbage cans and picnic tables and close off a nearby street. The businesses will book the bands and clean up after the event. The performance times on Saturday begin AFTER Music in the Park wraps at 8 p.m. SEC will receive and consider the funding requests.

**Music in the Park:** Peggy requested a go-ahead to release the lineup for 2021 Music in the Park. The city must complete authorizing contract signatures and legal paperwork, and may grant that permission the week of 5/24.

**Adjournment: 6:40 p.m. The next meeting is scheduled June 17 at 5:30 p.m.**

*Respectfully submitted by Peggy Schneider*