

A. CALL TO ORDER

A regular meeting of the Troy Daze Advisory Committee was held Tuesday, June 27, 2006 at the Troy Community Center. Meeting was called to order at 7:30 pm.

B. ROLL CALL

Bob Berk	Kessie Kaltsounis
Cele Dilley	Connie Huang, Student Rep
Bill Hall	Kasey Wang, Student Rep
Jeff Stewart	Cheryl Whitton
City Staff:	Cindy Stewart
	Gerry Scherlinck
	Bob Matlick
	Jeff Biegler
Festival Chairman:	Tom Kaszubski
Others:	Jeff Winarski
	Bob Broquet
Absent:	Bob Preston, Marilyn Musick,
	Mike Gonda

Resolution #TD-2006-06-80
Motion to excuse absent members: Mike Gonda, Bob Preston, and Marilyn Musick by Kessie Kaltsounis, seconded by Bob Berk.

RESOLVED that Mike Gonda, Bob Preston and Marilyn Musick are excused from the June meeting.
Yeas: All
Nays: None
MOTION CARRIED

C. ADDITION/DELETIONS TO AGENDA

None

D. APPROVAL OF MINUTES

Resolution #TD-2006-06-81
Moved by Bill Hall

Seconded by Kessie Kaltsounis to approve the May 23, 2006 minutes with corrections.

- Page 1 – should be April advisory committee meeting minutes
- Page 3 - Attendance – per Lori Bluhm – sickness or a death in one’s family are also reasons to be excused from meetings.
- Page 5 – remove to name Musick after Kaltsounis under resolution #TD-2006-05-78
- Page 6 – at bottom of page – Jeff Winiarski donated & installed lights in the past.
- Page 8 - #9 – delete cash handling procedures.
- Page 8 - Cheryl Whitton did not say what usually fills the tent is dance groups. Larger acts empty the tent. (not sure who said it).
- Page 8 – Update on contracts – want large tent set up on the Friday before the festival and the rest of the tents set up on Monday.
- Page 9 – Portable lights – 7 last year – need 7 more for a total of 14.

RESOLVED that the minutes of the May 23, 2006 advisory committee meeting minutes are approved with corrections.

Yeas: All
Nays: None
MOTION CARRIED

E. TREASURER’S REPORT

Revenue \$182,608.76 (change transfer of \$10,000 from general fund)
Expenses \$142,142.11
May: \$200.00 Sick Pay
 \$114.96 Operating Supplies

Resolution #TD-2006-06-82
Moved by Bill Hall
Seconded by Bob Berk to accept the Treasurer’s Report of May 31, 2006.

RESOLVED that the Treasurer’s Report of May 31, 2006 is approved.

Yeas: All
Nays: None
MOTION CARRIED

F. NEW BUSINESS

1. Appointment of Troy Daze Festival Activity Chairpersons – Tom Kaszubski stated that the committee has been lax in appointing all chairpersons.

Resolution #TD-2006-06-82 – to approve the appointment of the following Festival Activity Chairpersons:

Bob Berk	Chair – Contracted Services
Bob Preston	Chair – Event Coordinator
Doris Schuchter	Co-Chair – Event Coordinator
Doris Schuchter	Co-Chair – Demographics
Mike Gonda	Chief of Operations
Bob Bishop	Co-Chair
Danielle Cheli	Chair – Little Miss Troy
Charles Craft	Co-Chair – Entertainment (Main Stage)
Scott Dilley	Co-Chair – Booths
Reuben Ellis	Co-Chair – Entertainment (Outdoor Stage)
Cheryl Gonda	Co-Chair – Information Booth
Dan O'Brien	Co-Chair – Opening Ceremonies Co-Chair – Naturalization Ceremonies
Jamie Jantz	Co-Chair – Talent Shows
Allison Miller	Chair – Outdoor Decorations
Karen Hattan	Co-Chair – Outdoor Decorations

Resolution Moved by Kessie Kaltsounis

Seconded by Cheryl Whitton to approve the appointment of Festival Activity Chairpersons.

RESOLVED that the Festival Activity Chairpersons are appointed.

Yeas: All

Nays: None

MOTION CARRIED

2. Event/Activity Chairpersons Update

Classic Car Show – Scott Wharff resigned due to losing tennis courts (per Parks & Rec because courts are being resurfaced). Scott cannot see putting the show anywhere that is not contained.

Mr. Troy – Nothing to report.

Shuttles – Nothing to report.

Sponsorships – The following sponsors are back: HFH, Beaumont, Tringali, WOW, MSG Credit Union, National City Bank, International Transmission, President Tuxedo, Comcast. Checks received for the majority with a few outstanding.

Naturalization Ceremony – Judges are lined up.

Miss Troy – Need Contestants.

Outdoor Stage – Shirley is booking entertainment. There are 22 acts to date. The newest group she would like approval for is the national award-winning Shimmy Shakers, a Middle Eastern dance group to perform on Saturday afternoon.

Resolution: TD–2006–06–84

Resolution moved by Bill Hall; seconded by Kessie Kaltsounis.

to approve to approve the Shimmy Shakers as entertainment for the outdoor stage.

RESOLVED that the Shimmy Shakers are approved as entertainment for the Outdoor Stage.

Yeas: All

Nays: None

MOTION CARRIED

Entertainment – Almost all booked. There is one opening Sunday morning. Dance group will probably be booked in that time slot.

Special Needs Kids – Thursday morning (Friday is the raindate). Buscemi's will do food (Bill Hall to get chips on Wednesday). Roscoe the Clown is booked 10 am – 1 pm. Other entertainment (band) needs to be booked.

Special Needs Adults – Thursday evening Buscemi's will donate the pizza. Donation received: \$200 from Garry Carley. A portion (\$175) from check request for the Amazing Clark should be charged to special needs adults.

P.A. Announcements – Tom Kaszubski will give the Student Reps a schedule so they will know how many student volunteers they need. Block out time when there will be no announcements like during the Opening Ceremony and Naturalization Ceremony.

Talent Shows – No one signed up yet.

Youth/Parent Games – all set

EthniCity – China and Philippines are in. Poster Contest all set.

Volunteers – Sandy is meeting with student groups.

Opening Ceremonies – Dan O'Brien might be the emcee.

Booths – Currently - 31 under tent, 3 outside and 10 food booths.

Several food vendors are not coming back – room for new ones.

Senior Sensation – Cele Dilley is chairing; she needs a co-chair. Beaumont is sponsoring at the \$1500 level to cover breakfast to be catered by Faulkner

Catering out of Port Huron.

Schedule for the event:

9 – 10 am

Pancake Breakfast

10 – 11:30 am

Bingo

9 am–12:30 pm

Health Fair

Resolution #TD-2006-06-85

Moved by Bill Hall

Seconded by Kessie Kaltsounis to approve Senior Sensation schedule.

RESOLVED that the Senior Sensation schedule with breakfast sponsored by Beaumont Hospital is approved.

Yeas: All

Nays: None

MOTION CARRIED

Cele Dilley wanted to know if lottery tickets could be prizes for Senior Sensation bingo. Gerry Scherlinck will check with Lori Bluhm on the matter.

G. OLD BUSINESS

1. Festival Manual

- a. New Event Proposal Procedure – The following is proposed for the Operations Manual

Any new event that is proposed shall be presented to the Troy Daze Advisory Committee in writing. These proposals need to include all pertinent information and costs associated with the event. The Advisory Committee will then vote whether to include the event in the Troy Daze Festival.

b. Bid Procedures – The following is proposed for the Operations Manual

Request for Proposals (RFP's) will be required for any change in vendors or any proposed new events or items.

Before RFP's are solicited, they must be presented to the Board for determination to proceed. The proposal shall include the following:

- *Request for Proposal must be developed*
- *All specifications*
- *List of vendors that will be contracted*

Reasons for voiding existing or multi-year purchase orders must be Submitted to the Board in writing.

- *Reasons for voiding purchase orders include but are not limited to no-show, non-performance, not meeting specified contract, negligence, gross misconduct, etc.*

The Board, through its chairperson, is the only authority authorized to submit an RFP to the City of Troy for processing.

c. Add Cash Handling Procedures to the Operations Manual

CASH HANDLING PROCEDURES FOR TROY DAZE

OPENING ACTIVITY

- *Verify the dollar amount of beginning cash by counting the cash*
- *Arrange coin and currency in a consistent manner*

RECEIVING CITY FUNDS

- *All checks for city-related activities, goods and services are to be made payable to the City of Troy. The Community Foundation of Troy can still accept funds for Troy Daze and issue a check made payable to the City of Troy.*
- *Checks are to be processed as they are received. Post-dated and second party checks are not accepted.*
- *A separate account will be established by the City of Troy to deposit checks for the next fiscal year. Checks and monies are to be turned into the Treasurers office or through direct bank deposits the weekend of the festival.*
- *Funds shall be kept in a secure or safe location.*

CLOSING ACTIVITY

- *At the end of each day, all city money received shall be counted and balanced and verified by a second (non-related) person.*

- *Prepare the daily deposit*
- *Include a copy of the Troy Daze Deposit sheet or adding machine tape*
- *Keep a copy of the deposit slip with backup material*

NIGHT DEPOSIT TO BANK

- *Checks, currency, and coin should be accompanied with an adding machine tape separately identifying each. Make sure the order of the checks on the tape and the order of the checks are the same.*
- *The deposit should contain the deposit slip identifying Troy Daze and the form, which identifies the Committee members who are making the deposit.*
- *Checks, currency, coin and deposit slip should be placed in the bank deposit bag and locked.*
- *Make a copy of the deposit slip and submit to Treasurer's Office next business day.*
- *Police escort shall be provided to the City's designated banking facility night depository.*
- *City funds are not to be taken off-site other than to transport to the bank or City of Troy's Treasurer's Office, except for the following:*
 - Start up cash for the following morning*
 - Trips to bank during the day for additional change*

SECURING THE CASH HANDLING AREA

- *The cash handling area should be adequately lit and free of clutter*
- *Balancing procedures should be performed away from public view*
- *Doors to the cash handling area shall be marked restricted access and if possible, locked.*
- *Cash shall never be left unattended or if you must leave area, lock all currency and coin in a safe or designated secure location.*

d. Operations Manual - Changes

Page 3 - Duties of Ex Officio Committee Members

3rd bullet – *In the event of a tie in voting of the Advisory Committee, the Festival Chairperson shall have the authority to break the tie.*

Lori Bluhm reported that this cannot be included in the Operations Manual.

Ex Officio member cannot have this authority.

Page 3 - Administrative Procedures – change to Budget shall be developed prior to and submitted during the regular November meeting and voted on in December.

Page 8 - Payment for Goods & Services – Change Committee Chairperson to Treasurer in two places.

Page 8 – Petty Cash: Limit \$10? Jeff Biegler will check on this.

Page 8 – Funds Generated by Festival – change Money generated prior to the actual Festival will be turned in to the Parks & Rec Department on a weekly basis to:

Money generated prior to the actual Festival will be turned in to the Treasurer's Dept. as received.

Lori Bluhm will get other changes to Marilyn Musick. Item tabled to July.

2. Demographics –

Resolution #TD 2006-06-86

Moved by Cheryl Whitton

Seconded by Jeff Stewart that a demographics survey will be done.

RESOLVED that a demographics survey will be done at the 2006 Troy Daze festival.

Yeas: All

Nays: None

MOTION CARRIED

3. Update on Contracts

Pony Rides – contacted by an alternate vendor. Bob asked them for a proposal. Nothing received as of yet. Wilson will be used.

Fireworks – Mad Bomber is the vendor. Letter to Council for the July 10, 2006 meeting.

Shirt Order – Jade is the color for golf shirts and kiwi green is the t-shirt color for volunteers.

Electrical - Jeff Winiarski gave out a list of all his equipment.

Jeff Biegler reported that an added expense will be a truck to pull the Festival trailer. DPW cannot do this anymore.

Stage & Sound Contracts –

Stage – same size as 2005.

Get a price for handicapped access.

Add 8' x 8' x 12" platform for Ethnicity Tent

Lighting for Stage – Be sure there are no lights included with stage quote. Jeff Winiarski provides these.

Sound –

Advanced Lighting & Sound - \$3,100 with lights and \$2,800 without lights

City Animation – \$14,897 with lights and \$9,104 without lights.

Both include labor for the festival.

Outdoor Stage: \$750 (equipment & labor for weekend)

Question about the park system (P.A. System) & Fireworks – 4 speakers with generators needed for announcements on Sunday evening.

Advanced Lighting & Sound can provide all of that for an additional \$1,000.

There is also a concern from the City that insurance be provided. In the JDE system for the City's accounting it states that Bob Broquet does not need insurance. He drops the equipment off and does not provide labor, At the May Troy Daze meeting he stated that he is one site at the festival from Monday through Sunday. Risk Manager Steve Cooperrider said Bob Broquet must provide insurance – including general liability, auto liability, and workers comp.

Bill Hall: Do the bands have prices using their own sound equipment or ours?

Jeff Stewart: They gave me prices using a higher quality sound system that we would provide. If they have to bring their own it will be higher. I can find out if it is considerably higher. Set-up will take longer if they have to set their up.

Bob Broquet: How many bands need this better sound system?

Jeff Stewart: Our quality of entertainment went up this year. Before I booked the bands, I specified what was needed when we spoke. You told me that you cannot offer what they need.

Cele Dilley: We cannot go over \$4,000. My main concern is the budget. A reduction in hours will lower our revenue. \$4,000 was the cost of sound.

Tom Kaszubski: Why hasn't the Board received the quotes before now?

Jeff Biegler: We just got the two this week.

Tom Kaszubski: I only have a sound equipment list from Bob Broquet. I am not sure after 38 years, that Bob Broquet needs insurance. This whole festival is becoming a pain.

Cele: Need written quote from the other companies on everything Bob Broquet provides.

Cheryl Whitton: What about Thursday (Special Needs events) and Friday (Seniors)? Will the other companies provide for them?

Bob Broquet: I am here everyday Monday through Sunday.

Kessie Kaltsounis: I am not comfortable getting a new person with all the changes that have occurred with the Festival. They won't know what's going on. I am very comfortable staying status quo with the same people.

Cheryl Whitton, Cele Dilley and Bill Hall all agree with Kessie Kaltsounis.

It was decided to investigate how much more money it will cost to have all bands bring in their own sound equipment.

Bob Broquet: As long as he volunteers his time, he was assured that he does not need insurance. He does not run the Outdoor Stage or the P.A. announcements.

Tents – A formal bid needs to get out as soon as possible. New this year was the flooring for the Little Miss Troy Pageant dressing room. Jeff Biegler said we might have to get this from another vendor.

Add another tent for the Waffle Breakfast.

Golf Carts – Same

Port-a-Johns – Same

Headquarters – configured differently.

Portable Lights/Generators – Same

Electronic Message Boards – Require electricity so would need a small generator or electrical outlet. There are no outlets on Crooks Road. Lights are not allowed to flash. Must be constantly on.

Cost is \$125 for 7 days per light board
4' x 8' – 4 lines with 17 letters per line

Tables/Chairs – Same.

Lawn Signs – Double quantity.

Fireworks – Goes before Council on 7/10/06.

Helium – Order 6 tanks.

Dust at entrance to Boulan Park. Any way to keep this to a minimum?

Light Towers – Increased from 7 to 14. Will double the price.
Fuel costs will also double. Cost comes out of “Contracted Services.”

Electrical – Jeff Winiarski has not billed for Miss Troy, Waffle Breakfast, and Magic Cauldron. Jeff Biegler will work with Jeff Winiarski regarding his electrical quote.

Sound – Bob Broquet will call the City’s Risk Manager and check on insurance. Jeff Stewart will check on entertainers and their sound needs.

The City would like to see Bob Broquet’s list for sound equipment that he has provided in the past. Troy Daze Advisory Committee wants lighting and sound quoted separately. All three companies will quote on both.

I. PUBLIC COMMENT

None

J. MEMBER COMMENT

None

MOTION TO ADJOURN

Resolution #TD-2006-06-87

Moved by Cheryl Whitton

Seconded by Kessie Kaltsounis

RESOLVED that the Troy Daze Advisory Committee Meeting be adjourned at 9:08 pm.

Yeas: All

Nays: None

MOTION CARRIED

Cele Dilley, Chairperson

Cindy Stewart, Recording Secretary