

Fourth of July Commission MEETING AGENDA



October 25, 2023 - 6:00 PM
Council Chambers
3805 S. Casper Dr.

Published 10/18/2023

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. August 23, 2023 Meeting Minutes
4. **APPROVAL OF FINANCIAL REPORT**
 - A. Monthly Activity and Financial Report / Review Running Budget
 - B. Discussion and possible vote on 2024 budget recommendation
5. **CELEBRATION 2024**
 - A. Discussion and possible vote regarding main charities in relation to:
 - Fees and timing of payments for ground and Class B Liquor License
 - Food options offered
 - Beer vendor
 - Entertainment options offered
 - B. Discussion and possible vote on Vendor Fees
 - C. Discussion and possible vote on Sponsorship/Donation Opportunities
 - D. Discussion and possible vote on 2024 theme
6. **SET NEXT MEETING DATE**
 - A. November 29, 2023
7. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.
- It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.
- You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.
- The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.

- *It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.*



Fourth of July Commission MEETING MINUTES

August 23, 2023 - 6:00 PM
Council Chambers
3805 S. Casper Dr.

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL TO ORDER

Polly Oldenburg called the meeting to order at 6:00 PM

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Commissioners Present: Polly Oldenburg, Krista Heinen, Michael Mazzoni, Nancy Perkins, Nancy Bertsch, Sherry Ament, Joseph Dallman, Marc Meyer, Lori Doyle, and Marlyene Pfeiffer

Also in attendance: Erin Cross (Recreation Manager)

3. APPROVAL OF MINUTES

A. July 26, 2023 Meeting Minutes

MOTION: Motion to approve July 26, 2023 Meeting Minutes

VOTE: Motion by: Joe Dallman
Second by: Sherry Ament
Motion passed 8-0

Lori Doyle arrived at 6:01 PM

4. APPROVAL OF FINANCIAL REPORT

A. Monthly Activity and Financial Report

We are still waiting for one donation and 2 vendor fees that are outstanding. We are looking for those to appear on reports.

MOTION: Motion to approve financial report as presented

VOTE: Motion by: Marlyene Pfeiffer
Second by: Joe Dallman
Motion passed 9-0

MOTION: Motion to approve two expenses for Sam's Club the first at \$588.20 and the second at \$80 for a total of \$668.20.

VOTE: Motion by: Nancy Bertsch
Second by: Marlyene Pfeiffer
Motion passed 9-0

Abbie Bottom arrived at 6:05pm

- B.** Update on sponsorships & donations

5. CELEBRATION 2023

- A.** Update

6. CELEBRATION 2024

- A.** Election of Chairperson for 2024

MOTION: Motion to nominate Ald. Joe Stribl as Chairperson for 2024

VOTE: Motion by: Joe Dallman
Second by: Marlyene Pfeiffer
Motion passed 9-0

- B.** Election of Secretary for 2024

MOTION: Motion to nominate Krista Heinen as Secretary for 2024

VOTE: Motion by: Polly Oldenburg
Second by: Marlyene Pfeiffer
Motion passed 9-0

- C.** Discussion and possible vote on dates for 2024

MOTION: Motion for the 2024 festival to hold it on Wednesday, July 3, Thursday, July 4 & Friday, July 5

VOTE: Motion by: Lori Doyle
Second by: Michael Mazzoni
Motion passed 9-0

- D.** Discussion and possible vote on times for 2024

MOTION: Motion to have the following times on these days:
Wednesday, July 3: 3:00pm-10:30pm
Thursday, July 4: noon-10pm
Friday, July 5: 3:00pm-10:30pm

VOTE: Motion by: Lori Doyle
Second by: Michael Mazzoni
Motion passed 9-0

- E.** Election of Budget Subcommittee - three commissioners to work with 4th of July Coordinator

MOTION: Motion to include Marlyene Pfeiffer, Michael Mazzoni & Nancy Bertch

VOTE: Motion by: Joe Dallman
Second by: Marc Meyer
Motion passed 9-0

7. SET NEXT MEETING DATE

A. September 27, 2023

MOTION: Motion to cancel the September 27, 2023 meeting and have our next commission meeting on October 25, 2023.

VOTE: Motion by: Joe Dallman
Second by: Marlyene Pfeiffer
Motion passed 9-0

8. ADJOURN

MOTION: Motion to adjourn the meeting at 6:49 PM

VOTE: Motion by: Joe Dallman
Second by: Lori Doyle
Motion passed 9-0

*Respectfully Submitted,
Krista Heinen, Secretary*

CITY of NEW BERLIN
FOURTH of JULY
Budget Report as of September 18, 2023

	Original Budget	Transfers/ Adjustments	Revised Budget	Year to Date	Encumbered	Available Budget
REVENUES						
Donations	50,000	-	50,000	90,554		40,554
Booth/Vendor Fees	30,000	-	30,000	10,516		(19,484)
Charities	-	-	-	23,434		23,434
Carnival Proceeds	8,000	-	8,000	17,353		9,353
Parking	3,000	-	3,000	7,390		4,390
Family Games Sponsorship	-	-	-	2,000		2,000
Cornhole Tournament	700	-	700	752		52
Transfer from City	20,000	-	20,000	20,000	-	-
Total Revenues	111,700	-	111,700	171,999	-	60,299
EXPENDITURES						
Parade	10,000	-	10,000	8,525		1,475
Entertainment	40,000	-	40,000	51,403	-	(11,403)
Fireworks	30,000	-	30,000	35,000	-	(5,000)
Salary	10,140	-	10,140	9,853		287
FICA	776	-	776	754		22
Advertising	500	-	500	568		(68)
Electricity	1,000	-	1,000	-	-	1,000
Waste Disposal	12,000	-	12,000	10,020	-	1,980
Telephone/Cell Phone	600	-	600	407		193
Dues/Memberships	80	-	80	-		80
Tent Rental	20,500	-	20,500	20,780		(280)
Office Supplies	-	-	-	433		(433)
Cornhole Tournament	1,600	-	1,600	1,350		250
Trivia Contest	-	-	-	350		(350)
City overtime charge - 4th day	20,000	-	20,000	12,227		7,773
Supplies	6,000	-	6,000	8,789	-	(2,789)
Total Expenditures	153,196	-	153,196	160,459	-	(7,263)
Net Change in Fund Balance	(41,496)	-	(41,496)	11,539.95		53,036

Year	Receipt	Amount	Entry Date	Paid By	Check #
2023	1851504	5,500.00	03/22/2023	SCHOOL DISTRICT OF NEW BERLIN	210108
2023	1872964	5,500.00	05/30/2023	PROSPECT LIONS CHARITIES OF NEW BERLIN	1078
2023	1874499	5,500.00	06/14/2023	NEW BERLIN LIONS CLUB FOUNDATION	8450
2023	1892738	318.13	08/11/2023	NB CITIZENS AGAINGST MD	9158228576
2023	1892737	5,500.00	08/11/2023	JOHN & CHERYL SCHOVER	9158228500
2023	1892736	557.88	08/11/2023	PROSPECT LIONS CHARITIES OF NEW BERLIN	1103
2023	1893046	557.88	08/16/2023	NEW BERLIN EDUCATION FOUNDATION	1153
		23,433.89			

CHG DESC 1

TENT SPACE JULY 2 BOOTH

4TH OF JULY DONATION

Year	Receipt	Amount	Entry Date	Paid By	Check #
2023	1849003	500.00	02/09/2023	WENTHE-DAVIDSON	90809
2023	1849004	200.00	02/09/2023	MILWAUKEE VALVE	453161
2023	1849005	1,500.00	02/09/2023	JOHNS DISPOSAL SERVICE INC	17623
2023	1849026	600.00	02/09/2023	DESIGN BUILD FIRE PROTECTION	82352
2023	1849027	100.00	02/09/2023	TOOLRITE MFG	400156
2023	1849028	200.00	02/09/2023	FRANTZ MACHINE PRODUCTS INC	28186
2023	1849029	50.00	02/09/2023	ARROWHEAD TOOL & DIE INC	42177
2023	1849058	200.00	02/09/2023	AMERICAN TREE EXPERTS INC	6133
2023	1849059	300.00	02/09/2023	GREENFIELD PLAZA	2416
2023	1849060	1,000.00	02/09/2023	EXTERIOR PROS LLC	6988
2023	1849202	2,000.00	02/10/2023	NEW BERLIN LIONS CLUB FOUNDATION INC	8384
2023	1849925	100.00	02/21/2023	BSI SCALES	94697
2023	1849926	600.00	02/21/2023	SCHOENECK CONTAINERS INC	1192
2023	1849927	1,000.00	02/21/2023	INNOVATION STATION LLC	2380
2023	1849928	600.00	02/21/2023	ABSORB TECH	235640
2023	1849929	800.00	02/21/2023	WAUKESHA STATE BANK	180325
2023	1849930	1,000.00	02/21/2023	BIG TUNA INC	4034
2023	1849931	200.00	02/21/2023	HASTINGS	51667
2023	1850293	600.00	02/27/2023	PREFERRED ELECTRICAL CONTRACTORS INC	105515
2023	1850294	600.00	02/27/2023	KC 524 CENTER INC	9379
2023	1850295	1,500.00	02/27/2023	SENDIK'S FOOD MARKETS LLC	8818
2023	1850296	200.00	02/27/2023	NEW BERLIN PLASTICS	88382
2023	1850297	100.00	02/27/2023	DONALD R. KITTEN	29982
2023	1850298	600.00	02/27/2023	WEST-NEW-BROOK ORTHODONTISTS INC	8683
2023	1850299	1,000.00	02/27/2023	JW WINCO INC	100305
2023	1850926	2,500.00	03/07/2023	NSI ELECTRICAL CONTRACTORS INC	815064
2023	1850927	50.00	03/07/2023	HONEYAGER'S MUDJACK SERVICE INC	7949
2023	1850928	400.00	03/07/2023	CONTINENTAL TRADE EXCHANGE LTD	60840
2023	1850929	5,000.00	03/07/2023	EDUCATORS CREDIT UNION	3675291
2023	1851019	200.00	03/09/2023	ANDERSON PACKAGING LLC	38621
2023	1851020	250.00	03/09/2023	ELECTROCHEMICAL PRODUCTS INC	102214
2023	1851505	600.00	03/22/2023	TOM & GLENN'S SERVICE INC	23148
2023	1851506	100.00	03/22/2023	ANIMAL HOUSE GYM INC.	15478
2023	1852098	500.00	03/28/2023	HADER INDUSTRIES	48478
2023	1852099	50.00	03/28/2023	GRAY & ASSOCIATES	100144
2023	1852139	600.00	03/28/2023	DONOVAN & JORGENSEN INC	24333
2023	1852140	100.00	03/28/2023	CITIZENS BANK	357401
2023	1852753	1,000.00	03/29/2023	DENCO	20904
2023	1852754	3,000.00	03/29/2023	HOMETOWNE WINDOWS & DOORS INC	72
2023	1855803	175.00	04/13/2023	DIAMETERS INC	94889
2023	1855806	3,000.00	04/13/2023	PRINCETON CLUB NEW BERLIN	15331
2023	1855808	200.00	04/13/2023	HYDRAULIC COMPONENT SERVICES INC	100529
2023	1855812	5,000.00	04/13/2023	SPECTRUM ENTERTAINMENT LLC	10219
2023	1863196	200.00	04/24/2023	KWIK TRIP INC	1317593
2023	1863197	1,000.00	04/24/2023	HIPPENMEYER,REILLY,BLUM,SCHMITZER, FABIA	46391
2023	1863198	1,000.00	04/24/2023	DANCESPORT ACADEMY INC	1120
2023	1863199	5,000.00	04/24/2023	MORGAN STANLEY	401137624
2023	1863200	1,000.00	04/24/2023	HNI RISK SERVICES LLC	4964
2023	1870829	20,000.00	05/10/2023	FESTIVAL FOODS	529100

2023	1870830	1,000.00	05/10/2023	FLEET FARM	106347
2023	1872024	400.00	05/19/2023	HOLZ MOTORS	2750
2023	1872025	5,000.00	05/19/2023	BRIOHN BUILDING CORP	115246
2023	1872026	1,000.00	05/19/2023	KMJ TAX & ACCOUNTING INC	1707
2023	1872027	600.00	05/19/2023	AF GROUP/UNITED HEARTLAND	8033853
2023	1872060	600.00	05/22/2023	WIS LOGISTICS	80117
2023	1873871	200.00	06/05/2023	ANDRA M. SOBON/NEW BERLIN ANIMAL HOSP	7326
2023	1874283	200.00	06/12/2023	DANCESPORT ACADEMY INC	1109
2023	1874284	200.00	06/12/2023	ANITAS DANCE CENTER INC	2532
2023	1874285	200.00	06/12/2023	FOUR LEAF CONTRACTING	2146
2023	1874286	200.00	06/12/2023	\WALDERA ENTERPRISES LLC	1310
2023	1874287	1,500.00	06/12/2023	TOBIN JEWELERS	16443
2023	1874288	200.00	06/12/2023	KOPP BROS INC	33192
2023	1874289	600.00	06/12/2023	HORICON BANK	140217
2023	1874340	200.00	06/12/2023	CHRISTYS WOLF PACK LLC/CENTRAL BARK	1379
2023	1874341	200.00	06/12/2023	JEFFREY STERLING	7018
2023	1874342	200.00	06/12/2023	SHOREWEST REALTORS	281736
2023	1874755	200.00	06/21/2023	PETRON CORP	102583
2023	1874762	3,000.00	06/21/2023	BEER CAPITOL DISTRIBUTING LLC	226437
2023	1874889	200.00	06/26/2023	AJ COLLECTABLES LLC	1168
2023	1875090	300.00	06/28/2023	JOHNSON SAND & GRAVEL INC	96148
2023	1875182	1,000.00	06/29/2023	KELMANN CORP	80771
2023	1875183	200.00	06/29/2023	WISTL SOD FARM INC	17756
2023	1875400	2,000.00	07/03/2023	TWINS FLOWERS & HOME DECOR LLC	10258
2023	1875450	500.00	07/05/2023	SCHOBER, SCHOBER & MITCHELL, S.C.	40313
2023	1877424	200.00	07/06/2023	HORICON BANK	140326
2023	1882666	3,660.94	07/21/2023	LO DUCA BROS INC	35616
2023	1890539	318.13	08/02/2023	NEW BERLIN LIONS CLUB FOUNDATION INC	8472

90,554.07

Year	Receipt	Amount	Entry Date	Paid By	Check #	CHG DESC 1
2023	1855523	700.00	04/13/2023	NOTJOEAVERAGE BAKEHOUSE & DELI	285718	4TH OF JULY
2023	1855524	900.00	04/13/2023	DANIEL KONIAR/AV'S CONCESSIONS LLC	1558	4TH OF JULY
2023	1855525	500.00	04/13/2023	QT'S TREATS/LAQUERA BARNETT	9654	4TH OF JULY
2023	1855526	900.00	04/13/2023	QUALITY CONCESSIONS/DUANE HICKMAN	5466	4TH OF JULY
2023	1855527	600.00	04/13/2023	THE LEAP LLC/SWEET CAROLINE ROASTED CORN	1046	4TH OF JULY
2023	1855528	750.00	04/13/2023	AZTECA RESTAURANT MKE	9596	4TH OF JULY
2023	1869870	850.00	05/04/2023	LITTLES BBQ CO LLC	2086	4TH OF JULY VENDOR
2023	1870831	500.00	05/10/2023	EVERDRY WATERPROOFING	15378	4TH OF JULY VENDOR
2023	1870832	200.00	05/10/2023	ELEGANT HENNA TATTOO/KRUSHBA RANDERWAL	1177	4TH OF JULY VENDOR
2023	1870833	400.00	05/10/2023	LEAFILTER NORTH LLC	2723	4TH OF JULY VENDOR
2023	1872059	125.00	05/22/2023	BOY SCOUT TROOP 38	1603	
2023	1872061	550.00	05/22/2023	HOFFMANN'S ROASTED NUTS/KATHLEEN HOFFMA	1096	
2023	1872414	850.00	05/24/2023	CALHOUN BBQ/NATTY OAKS	1469	
2023	1874417	500.00	06/13/2023	PUDGYS LLC/TRACY ANDERSON	1036	
2023	1874763	400.00	06/21/2023	POP'S MARKETPLACE LLC	4105	4TH OF JULY VENDOR
2023	1875088	400.00	06/28/2023	EXTERIOR PROS LLC	7090	4TH OF JULY VENDOR
2023	1875089	400.00	06/28/2023	UWD HOLDINGS LLC	5320	4TH OF JULY VENDOR
2023	1875399	50.00	07/03/2023	JEJ DEVELOPMENT	5128	4TH OF JULY VENDOR
2023	1890538	940.66	8/2/2023	GAMES ARE US INC	2355	4TH OF JULY VENDOR
		10,515.66				

Encumbered

Parade

Signage

Entertainment

Face Painting	12/8/2022
Miss kim	12/8/2022
Half Twisted Knot	12/8/2022
Mini Parade	12/8/2022
Schlitz Eagle Show	12/8/2022
Area Rental Tent	12/8/2022
BobbyWat	12/8/2022
The Britians	12/8/2022
King of Radio	12/8/2022
Doo Wop Daddies	12/8/2022
Cold Sweat	12/8/2022
Cherry Pie	12/8/2022
33RPM	12/8/2022
Almighty Vinyl	12/8/2022
Rebel Grace	1/25/2023
American pub quiz	3/22/2023

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Fireworks -	-	1/25/2023
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Advertising

Facebook	3/22
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Electricity	180.00	3/22
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Waste Disposal

Pats disposal	-	12/8/2022
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Telephone/Cell Phone

Dues/Memberships

Tent Rental

Area Rental	15,590.26
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Office Supplies

Cornhole Tournament

Supplies

-

180.00

CITY of NEW BERLIN
FOURTH of JULY - Fund Balance History

	ACTUAL 2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL
REVENUES						
Grants - Federal					3,045	-
Donations	50,950	59,197	56,200	8,225	44,325	76,575
Booth/Vendor Fees	22,048	27,312	28,522	350	31,211	29,625
Charities					-	-
Carnival Proceeds	9,618	6,438	6,130	-	11,541	8,280
Parking	3,338	2,425	2,318	-	3,252	3,500
Family Games Sponsorship					-	571
Cornhole Tournament	628	647	714	-	-	779
Transfer from City		20,981	28,880	6,487	25,000	20,000
Transfer from Room Tax Grant Fund	10,000	10,000	-	-	-	-
Total Revenues	96,582	127,000	122,764	15,062	118,374	139,330
EXPENDITURES						
Parade	15,555	12,858	12,444	1,050	13,292	13,575
Entertainment	30,426	32,186	26,199	183	24,100	32,803
Fireworks	22,550	22,000	16,000	-	16,000	30,000
Salary				5,468	16,343	11,360
FICA				418	1,177	926
Advertising	388	-	183	600	1,218	2,969
Electricity	125	270	360	-	638	1,443
Waste Disposal	5,106	5,641	5,460	-	9,380	9,380
Telephone/Cell Phone	691	603	560	586	544	543
Dues/Memberships	80	80	80	80	80	100
Tent Rental	-	13,309	13,659	-	14,994	17,621
Office Supplies	538	210	-	-	109	-
Cornhole Tournament	475	250	350	-	-	1,300
Supplies	-	4,046	3,339	826	7,484	7,568
Total Expenditures	75,934	91,453	78,634	9,211	105,358	129,589
Net Change in Fund Balance	20,648	35,547	44,130	5,851	13,016	9,741

Fund Balance - Beginning	<u>17,106</u>	<u>37,754</u>	<u>73,301</u>	<u>117,431</u>	<u>123,282</u>	<u>136,298</u>
Fund Balance - Ending	<u>\$ 37,754</u>	<u>\$ 73,301</u>	<u>\$ 117,431</u>	<u>\$ 123,282</u>	<u>\$ 136,298</u>	<u>\$ 146,039</u>

Estimated
2023

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-

	123,282
\$	<u>123,282</u>

CITY of NEW BERLIN
FOURTH of JULY
2024 Proposed Budget

			2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 6 MOS.	2023 ESTIMATED TOTAL	2024 DEPARTMENT Proposed
REVENUES								
21120000	41000	Grants - Federal	3,045	-	-	-		
21120000	48040	Donations/sponsorship	44,325	76,575	50,000	84,475	90,554	65,000
21120000	48071	Booth/Vendor Fees	31,211	29,625	30,000	18,475	10,516	10,000
21120000	48072	Charities	-	-	-	-	22,876	22,000
21120000	48070	Carnival Proceeds	11,541	8,280	8,000	75	17,353	8,000
21120000	48000	Parking	3,252	3,500	3,000	-	7,390	4,000
21120000	48000	Family Games Sponsorship	-	571	-	-	2,000	-
21120000	48000	Events	-	779	700	-	752	1,500
		Tourism Grant	-	-	-	-	2,500	2,500
21120000	49051	Transfer from City	25,000	20,000	20,000	20,000	20,000	15,000
		Total Revenues	118,374	139,330	111,700	123,025	173,941	128,000
EXPENDITURES								
21120000	52011	Parade	13,292	13,575	10,000	8,525	9,675	13,000
21120000	52030	Entertainment	24,100	32,803	40,000	50,425	51,403	40,000
		Drone Shows						30,000
21120000	52035	Fireworks	16,000	30,000	30,000	35,000	35,000	40,000
15990000	50020	Salary	16,343	11,360	10,140	5,017	10,140	10,140
15990000	51020	FICA	1,177	926	776	384	776	776
21120000	54060	Advertising	1,218	2,969	500		568	500
21120000	53010	Electricity/Water	638	1,443	1,000		-	1,000
21120000	53030	Waste Disposal	9,380	9,380	12,000	10,020	10,020	12,000
21120000	53040	Telephone/Cell Phone	544	543	600	226	317	600
21120000	54270	Dues/Memberships	80	100	80		80	100
15990000	52030	Tent Rental	14,994	17,621	20,500	5,190	20,780	20,500
21120000	54120	Office Supplies	109	-	-	433	433	1,000
21120000		Events	-	1,300	1,600	425	1,350	3,000
21120000		Trivia Contest	-	-	-	-	350	-
21120000		City overtime charge - 4th day	-	-	20,000	-	12,227	-
21120000	54110	Supplies	7,484	7,568	6,000	4,610	8,789	6,000
		Total Expenditures	105,358	129,589	153,196	120,255	161,908	178,616
		Net Change in Fund Balance	13,016	9,741	(41,496)		12,033	(50,616)
		Fund Balance - Beginning	123,281	136,297	146,038		146,038	158,071

Fund Balance - Ending	\$ <u>136.297</u>	\$ <u>146.038</u>	\$ <u>104.542</u>	\$ <u>158.071</u>	\$ <u>107.455</u>
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