

**SPRINGFEST COMMITTEE
REGULAR MEETING
FRIDAY, MARCH 27, 2015
9:00 AM
TOWN OF MALABAR – COUNCIL CHAMBERS
2725 MALABAR ROAD
MALABAR, FLORIDA**

AGENDA

- A. CALL TO ORDER**
- B. ADDITIONS/DELETIONS/CHANGES**
- C. CONSENT AGENDA:**
 - APPROVAL OF 03/13/15 MINUTES**
- D. DISCUSSION:
FINAL PREPARATIONS & WORKING MEETING**
- E. ADJOURNMENT**

NOTE: THERE MAY BE ONE OR MORE MALABAR ELECTED OFFICIAL ATTENDING THIS MEETING.

If an individual decides to appeal any decision made by this board with respect to any matter considered at this meeting, a verbatim transcript may be required, and the individual may need to insure that a verbatim transcript of the proceedings is made (Florida Statute 286.0105). The Town does not provide this service.

In compliance with the Americans With Disabilities Act (ADA), anyone who needs a special accommodation for this meeting should contact the Town's ADA Coordinator at 321-727-7764 at least 48 hours in advance of this meeting.

**SPRINGFEST COMMITTEE MEETING
MARCH 13, 2015 9:00 AM**

- A. CALL TO ORDER @ 9:00 am:**
EVENT COORDINATOR: CINDI KELLEY
- COMMITTEE MEMBERS: HANS KEMMLER
RUTH LEAHY**
- ABSENT: BUNNIE KNUDSON
CHIEF ROBINSON
TOM TAYLOR**
- B. ADDITIONS/DELETIONS/CHANGES:**
- C. APPROVAL OF MINUTES – 02/27/15**
Discussion: Kemmler stated that the only thing is on page two (2) where there is a gap between the first paragraph on the page. Kelley will make the correction.
MOTION: Kemmler/Leahy to approve the minutes of February 27, 2015 with noted correction. VOTE: All Ayes.
- D. DISCUSSION:**
- 1. PONY RIDES – KELLEY TO GIVE UPDATE FOR PRICE FOR 3 HORSES**
Kelley advised the Committee that she made contact with Cock-A-Doodle-Do to discuss the possibility of having a third horse on site for a total cost of \$100. The owner, Candace, stated that it would cost her \$100 to have another employee on site; she wouldn't be able to do it for \$100 additional funds. Kelley stated that we will have two (2) attendants and two (2) horses; if there is a line for pony rides, we will have to make do.
- 2. RFQs STATUS:**
- a. PORT-O-LETS**
Kelley advised the Committee that Reliable Poly John has been awarded the bid for \$240; this amount is \$50 lower than last year's fees paid to them.
- b. BOUNCE HOUSES**
Kelley advised the Committee that we had one vendor respond to the RFQ, 321 Bounce Around, Barbara Bailey is the owner. This is the same vendor we had last year. Kelley stated that since we have three (3) pieces coming, she had asked that the RFQ be revised to have an attendant for each piece. The total price for this year's Kid's Zone bounce houses and slide will be \$485.00. This quote includes the funds for all three attendants on site for the day.
- 3. SPONSORSHIPS/DONATIONS**
Kelley stated that the sponsorships and donations come in daily. Acquaviva Pharmacies will be supplying the First Aid tent with the supplies as an in-kind donation. We also have a nurse that was contacted to man the tent. Kemmler stated he would have Barb call her to make sure she got the message Kelley left on Tuesday evening. Kelley reported that Vickie Thomas has been working on getting donations for raffle prizes as well. She will bring them to Town Hall when she can; she is assisting someone who is in poor health at this time.
- Leahy asked how soon the raffle prizes need to be turned in; she is waiting for some stuff to put in the gift basket. Kelley stated she could bring it to the event if needed. That would not be an issue.

4. VOLUNTEERS FOR EVENT

Kelley stated that there is only one volunteer from Melbourne Central Catholic School. Leahy stated she has two confirmed people to volunteer; she will have them complete the application form. Kelley stated we need to have someone man the ticket booth at the front for the car show. She will ask Sherear and Condatore to take care of the ticket booth at the Kid's Zone. Kelley will also send the volunteer application out to the Boards and Committees; they may not know we are in need of volunteers for the event. Kemmler and Pat Knudson will volunteer in the beer tent

5. GENERAL INFORMATION UPDATE

Kelley stated that she wished Taylor was here; she wanted to know if he had been contact with Chris O'Hara about the gate at the back of the park for the hayrides. Kemmler stated that it is a combination lock and O'Hara stated he never changes the combination; Kemmler will see if it the same one. If it is we should be good as the pavement is the only area that will be used for the hayrides.

Kelley stated that Franklin will get with the Fire Chief to check on the table and chairs for the food tents. They were given table and chairs for the 2008 fires. If they are available, we would like to borrow them for the event. It would save the cost of renting tables and chairs from Chairs for Affairs.

Kemmler asked if Jimmy the Greek is coming into the event. Kelley stated he is; he was in the office this week with this information and payment. We have Greek food, the Boy Scouts are doing the hamburgers/hotdogs/brats, the Fire Department is doing the pulled port sandwiches and we have Bruster's Ice Cream and the possibility of an Italian Ice vendor. The paperwork has not been received as of yet. Jim Ralston, a Malabar resident, has a food truck and he contacted Kelley about being a food vendor. He has his van being worked on and he will advise if he can do this or not. A space has been saved for him just in case.

Kelley stated she will make contact with AmeriPest and have the park sprayed for ants. The PW staff is geared to get the park in shape for the event within the next two weeks. Dick Korn will be in town and has donated his tents; he will more than likely be in the park on Friday to assist with putting them up.

Leahy asked about the pipe that was mentioned at the last meeting. Kelley and Kemmler will check on the status of this. It may be done at this time.

Kelley stated that the next meeting will be a work meeting. She will get the information printed for the signs that will be posted in the park for the event announcing the schedule of events and sponsor information. She hopes that everyone will pitch in to assist her as she will be in the park for the delivery of the coke/water products and the trailer. Kelley stated that she sent emails yesterday confirming the orders with Carroll Distributing and the Coca-Cola Bottling Company. Everyone is busy doing their normal duties as well as the stuff for the event; working diligently getting things done and prepared for the event.

E. ADJOURNMENT:

There being no further discussion, this meeting was adjourned at 9:25 am. The next scheduled meeting will be held Friday, March 27, 2015.

By: _____

Date Approved: _____

*Cindi Kelley, Deputy Town Clerk
Springfest Coordinator*

DRAFT