

City Council
Date: 2-19-08
REGULAR
Item: 12
Motion

ITEM: Consider a request from the Community Improvement Commission (CIC) to name the city's community celebration the "Lake Elmo Fall Festival" and to provide the Jaycee's funding for this event

SUBMITTED BY: Tom Bouthilet, Finance Director, Staff to the CIC

REVIEWED BY: Susan Hoyt, City Administrator

SUMMARY AND ACTION REQUESTED: The city council is being asked two things by the CIC related to the first annual community celebration that the city council endorsed earlier this year.

- 1) The CIC would like permission to call the event that is scheduled for the weekend after Labor Day (September 5 and 6) the "Lake Elmo Fall Festival".
- 2) The CIC is requesting to use the donation from the Jaycees (\$8,500) that must be used for community activities or projects for this event. In the past, the city has used a portion of the funds for sponsoring a volunteer event. The CIC plans to incorporate the volunteer recognition event into the weekend's activities.

ADDITIONAL INFORMATION

The CIC is discussing the following activities in conjunction with the fire department:

- A spaghetti feed at the fire hall (Friday evening).
- A volunteer recognition event has emerged in discussions with the council related to the Jaycees funds.
- Saturday kids activities combined with fire prevention information
- Saturday parade and gathering for picnic fare

The CIC plans to approach service organizations for volunteer help.

The CIC has not determined whether or not it will seek donations for the event from businesses etc. If the city council has direction to provide on this at this time, that would be helpful to the planning process.

An employee recognition event has emerged in discussions with the council related to the Jaycees funds. However, the administrator cautions the city council on designating these funds for this purpose because cities are cautioned by the state auditor on if, when and how employee events can be funded. Of course, employees may be invited to participate in the events.

RECOMMENDATION

It is the city council's discretion on how to proceed with providing direction for the community event and it is timely to do so. Moving ahead with a name and funding source is a good starting place.

Suggested motion for consideration

Move to authorize the use of "The Lake Elmo Fall Festival" as the name of the community celebration on the second weekend in September, 2008 and to allocate the \$8,500 from the Jaycee's contribution to this event that will include a volunteer recognition element to it.

ORDER OF BUSINESS

- Introduction Susan Hoyt, City Administrator
- Report Tom Bouthilet, Staff to the CIC
- Questions from the council to the presenter (3 minutes) Mayor and Council members
- Questions from the public to the council (3 minutes) Mayor facilitates
- Call for a motion to consider action Mayor and Council members
- Discussion Mayor and Council members
- Action City Council