

**CENTENNIAL CELEBRATION
WORK SESSION
HARRIS TOWN BOARD
Wednesday, May 6, 2009, 7:30 P.M.**

The Harris Town Board met on Thursday, March 19, 2009 at 7:30 p.m., at the Harris Town Hall, with the following members present: Supervisors Gary Rosato, Larry Key & Dennis Kortekaas, and Clerk Michele Smith. Absent: Treasurer John Jokela.

Also in attendance were committee members and residents Mike Hendricks & Mary Jo Hendricks.

CATERING for the Centennial Picnic

Mary Jo Hendricks gave a *Request for Proposal* to each of the 3 caterers discussed previously (all three owned by Harris Township residents). The request outlined the date, time and location of the picnic (July 5th, from 11am – 3pm at Crystal Park). It also stated we were planning for 350 people, and the menu was listed (hamburgers/hot dogs, buns, baked beans, coleslaw, potato chips, pickles, lemonade and coffee) with the vendor supplying all the food, condiments, paper and plastic ware.

The response to the RFP's for catering were as follows:

- **Timberlake** – \$11.50/plate, with watermelon and assorted cookies added; it was noted by Mary Jo that the Timberlake has not done an outdoor BBQ before.
- **Wild Thyme** - \$10/plate which also included watermelon and a pasta salad. The proposal also noted that outdoor BBQs are a specialty of theirs.
- **Bridgeman's Embers** –\$12/plate with the option to add a brownie and/or pasta salad for an additional \$1 (each), or a root beer float for an additional \$1.95.

- All caters agreed to bring their own grills to cook onsite – though Wild Thyme had one large charcoal grill, compared to Timberlake and Bridgeman's, who would bring 4-5 gas grills.
- All stated they'd have people coming to work the event (4-5 ppl for Wild Thyme and Timberlake, and to 8-9 ppl for Bridgeman's)
- All caters were enthusiastic about the event, and are township residents

The group was in agreement to **award the proposal to Wild Thyme**. They were the lowest bidder, and also do outdoor BBQs as their specialty. The group liked the idea of having large charcoal grill for safety reasons, and being more pleasing to the eye.

Michele will send an award notification letter to Wild Thyme, and decline letters to Timberlake and Bridgeman's. (A copy will be attached to these minutes).

Advertising for the picnic

The committee brainstormed additional ways to advertise the event, in addition to items previously discussed. Some of the ways are as follows:

- Ask Ken Hickman to add something to his column
- Post in the "community calendar" area of the newspaper

- Dedicate the first page of the next Township newsletter to the picnic– to be sent out in timely manner
- A postcard sent out, with basic picnic information on it and a picture
- It was noted that it should be advertised that food will be served on a first come first serve basis, so when it's gone, it's gone.

Next meeting:

The next meeting date was set for May 26, 2009 – 7:30pm at the Town Hall or Service Center. Clerk Smith will check on the hall's availability and advise at the group accordingly.

Goals of the next meeting

- Finalize the schedule for day, including activities/games (Mike said he had someone in mind for this job)
- Review coffee mug information – prices and what to put on them
- Discuss music (Should someone ask the LaPlants to play?)
- Review information that should be included in the advertisements and assign who will be responsible for them
- Determine who will contact Schwan's about being at the picnic as the 'dessert' and charging the township on a per consumption basis

The Centennial planning session ended at 8:15pm.

Respectfully submitted,

Michele Smith, Clerk