

Festhalle Oversight Committee

City of Leavenworth
City Hall Council Chambers
10:00 AM - 11:00 AM
August 10, 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/87906827044?pwd=TGc4bUZLL3BtV0w0OWxocmxSUFZyZz09>

Meeting ID: 879 0682 7044

Password: 719072

Dial by your location

+1 253 215 8782 US

Carolyn Wilson – <i>Council</i>
Sharon Waters – <i>Council</i>
Zeke Reister – <i>Council</i>
Margaret Neighbors – <i>Community</i>
Karl Ruether – <i>Community</i>
Steve Scott – <i>Community</i>
Ana Cortez-Steiner - <i>Chair</i>

Agenda Items:

1. Approval of the July 13, 2020 Minutes
2. Manager's Update
 - a. Wedding on 7/18/2020
 - b. Open for Weekends
 - c. Cancellation Update
 - d. Building Upkeep
 - e. Facility Updates
 - i. Front Curtain – *on hold*
 - ii. Lobby Spotlights – *on hold*
 - iii. Water Bottle Filling Station – *On hold*
3. Other
4. Adjourn

Manager's Report

July 2020

1. Wedding on July 18th
 - a. Wedding was a great success. We estimate no more 65 people were in the building at any point throughout the night. Families were spread out wide throughout the building.
 - b. Client was super happy and thankful that we were able to allow for this to happen.
 - c. Shortly after, more restrictions were put on weddings – No more than 30 attendees and ceremony only – no receptions allowed. So this will simply be the one and only wedding until things open up it would appear.
2. Open for Weekends
 - a. We continue to have the Festhalle open Friday, Saturday and Sunday to the public for Restrooms use and will continue to do so for the rest of the summer.
 - b. People have complemented the cleanliness of our restrooms/lobby
 - c. Tourists are constantly taking pictures of the horse harness displays, the Quilt and the giant cuckoo clock
 - d. Had a conversation and impromptu tour with some passerby's interested in a 2021 wedding venue for their daughter once things open up.
3. Cancellations Update
 - a. We had a wedding in October cancel and a wedding in November reschedule for April.
4. Building Upkeep
 - a. We've reduced cleaning to the absolute bare minimum in order to save money.
5. Facility Updates – all on hold for now
 - a. Front Curtain – *on hold*
 - b. Lobby Spotlights – *on hold*
 - c. Water Bottle Filling Station – *On hold*

Festhalle Oversight Committee

City of Leavenworth
City Hall Council Chambers - Zoom Conferencing
10:00 AM - 11:30 AM
July 13, 2020

Minutes:

1. Call to Order

Festhalle Secretary Sue Cragun began the meeting at 10:00 AM. The meeting was held via Zoom Conferencing.

Committee Present: Carolyn Wilson, Sharon Waters, Zeke Reister, Karl Ruether, and Margaret Neighbors.

Staff Present: Josh Flickner, Mike Hartnell, and Sue Cragun.

2. Approval of the June 13, 2020 Minutes

Committee Member Karl Ruether motioned to approve the June 13, 2020 meeting minutes. The motion was seconded by Committee Member Zeke Reister and passed unanimously.

3. Manager's Update

- a. **Wedding on July 18, 2020:** Festhalle Manager Josh Flickner has been working with the Mayor, City Administrator, and City Attorney regarding adherence to the Governor's guidelines for weddings and funerals. He detailed the protocols that will be in place and noted that it is the obligation of the client to abide by the Governor's regulations.

There was discussion of staffing enough personnel to cover all exits, in order to more closely monitor the event and to discourage the consumption of alcohol outside of the facility. The COVID regulations require that all exterior doors remain open for cross ventilation throughout the event. Members agreed to provide funding for one additional staff member to monitor the exit doors during the event.

Committee Member Sharon Waters motioned to provide one staff member to monitor exit doors, which will be funded by the Festhalle Fund, and submitted for COVID reimbursement. The motion was seconded by Committee Member Carolyn Wilson and passed unanimously.

- b. **Cancellation Update:** Projekt Bayern has cancelled Oktoberfest, although the group is retaining their weekend dates, in the event that they are allowed to provide needed services, to be determined.

- c. **Maintenance Needs:** None.
 - d. **Building Upkeep:** Staff has been maintaining the facility, as there have been no rentals.
 - e. **Future Events:** None.
 - f. **Facility Updates:**
 - i. **Main Floor Improvement:**
 - 1. **Baseboard Installation – Complete.**
 - ii. **Front Curtain:** On hold.
 - iii. **Lobby Spotlights:** On hold.
 - iv. **Water Bottle Filling Station:** On hold.
 - v. **Restrooms Open on Weekends:** The Festhalle has been open to the public for the last three weekends, as a way to provide additional restrooms for the visitors. Janitorial and sanitizing is on a schedule taking place every 15-30 minutes throughout the day. The facility is open to the public from 11:00 AM-6:00 PM Friday/Saturday and 11:00 AM-4:00 PM on Sundays.
4. **Other:** Josh Flickner has been working with Finance Director Chantell Steiner on the 2021-2022 Festhalle budget. Due to so many unknowns throughout the COVID situation, Josh is not looking to increase the budget and will likely retain the 2020 figures. He is hopeful and moving forward in a positive direction.

5. **Adjourn**

Meeting adjourned at 10:44 AM.

Respectfully Submitted,

Sue Z. Cragun
Executive Assistant
City of Leavenworth