

Caras Park Extraordinary Events Committee for Caras Park Meeting

March 8, 2016

11:00 – 12:00 pm

Annual Meeting

Headwaters @ Currents, 600 Cregg Lane

Committee Members:

Missoula Park Board: Johnna Eisenmann; Sonja Verlanic

Missoula Downtown Association: Dan Cederberg; Robert Giblin

Missoula City Council Rep: Gwen Jones

Missoula Neighborhood Rep: Bill Jacko

Others: Linda McCarthy (MDA), Shirley Kinsey (MPR), Donna Gaukler (MPR)

Welcome and Introductions:

- Review of Extraordinary Event (EE) Committee and annual meeting (Gaukler, MDA)
- Approve summary notes from last year (April 2015)
- Public Comments on non-agenda item

Reports & Update

- 2015 Annual Summary – Caras Park and Events (MDA)
- 2016 Calendar of events, goals, projects for Caras Park events area (MDA)

Action Items

- Election of subcommittee chair and liaison to Park Board

Discussion Items:

- Review of new structure
- Update at March 2016 Park Board meeting

Caras Park Extraordinary Events Committee Meeting Minutes

April 9, 2015

12:00 – 1:00 pm

Annual Meeting

MDA Conference Room @ 218 East Main Street, Ste. C

Attended by:

Committee Members: Bill Jacko; Johnna Eisenmann; Dan Cederberg; Brian Von Lossberg, Shirley Kinsey, Donna Gaukler, Tom Aldrich and Robert Giblin

Welcome and Introductions:

- **Attendees introduced themselves and role on committee.**

The purpose of Extraordinary Event (EE) Committee is to meet annually and provide general oversight in the management of Caras Park events. This meeting is a chance to review the past and upcoming year events and discuss any issues related to a specific event. Gaukler pointed out that the committee has not had any large events to deal with over the past few years as Caras is not the best venue for a big event.

- Approve summary notes from last year (March 2014)

Summary notes approved as written, with correction to spelling of Tom Aldrich name.

- Public Comments on non-agenda item: none

Reports & Update

Tom Aldrich and Robert Giblin provided a summary of the 2014 events and a calendar for 2015.

There were 102 event days last year with a trend toward more large public type events rather than private.

There were not any problems with any of the events. Celtic Fest went well with no issues. A portion of the Missoula Hemp Fest deposit was kept to pay for the EE fee.

Bill Jacko had met with Linda McCarthy re: the "let's Make it Snow event which had gone over the time limit. This event is not scheduled for the upcoming year.

Jacko voiced concern over the use of heavy bass which is not illegal but annoying for the neighborhood.

Aldrich responded that there has been language adjustment to the rental information to combat this issue. The language emphasizes the noise ordinance and provides education awareness for the renter. He recommends the use of a local vendor to provide PA who is knowledgeable about the rules at Caras Park.

For 2015 there are the returning events and in July there is the Tour of Montana Bike festival which will have a similar impact as the Missoula Marathon.

Aldrich will add Bill Jacko to the monthly mailing list of events.

There are not any events which qualify as an Extra Ordinary event per the definition in the Caras Park Management Agreement.

Discussion Items:

- Replacement of Park Director Appointee was discussed and the lack of applicants for this appointment.

Gaukler suggested rather than trying to find another person make this committee a subcommittee of the Parks and Recreation Board. The EEC would be invited to report annually at a March or April meeting of the Park Board. This would meet the purpose of the committee.

Cederberg questioned if the EEC would retain the process of approving EE events. It was agreed this would continue and reported as usual at the annual meeting. It was moved and approved unanimously to refer the possibility of creating a standing subcommittee (EEC) to the Parks and Recreation board.

Johnna Eisenmann will generate the referral to the Parks and Recreation Board for either the May or June meeting.

- MDA Renewal contract
The contract is due for renewal at the end of this year. Gaukler suggested having everyone review the document by the end of August and make final changes by September 17.

Submitted by
Kathy Mehring

2015 Caras Park Event Review

Event – Estimated Attendance - Date

Weddings (3)

1. Strellnauer/Hyer Wedding 150..... June 13
2. Hoare/Webster Wedding 125..... June 20
3. Morse Wedding 125..... August 15

Class Reunions, Graduations, Memorials, etc. (5)

1. Sunrise Service..... 40..... April 5
2. Hellgate Prom..... 300..... May 9
3. Hellgate Graduation Party..... 300..... June 5
4. William Marcus Retirement Party 500..... June 16
5. Tom Boone Retirement Party 250..... July 1

Business Events (3)

1. BDM Tax Season Party..... 500..... April 15
2. Allegiance Employee Picnic 300..... August 18
3. H&M Marketing Prop & Street Team 20..... September 18-24

Festivals & Community Events (33)

1. Clark Fork River Cleanup 900..... April 18
2. Wild Fest 1000..... April 19
3. Orvis Down the Hatch 1000..... April 25
4. MUD Earth Day Celebration 1500..... April 26
5. Give Local Missoula 100..... May 5
6. Carousel 20th Anniversary Speechifying . 200..... May 23
7. Air Stream Expo 200..... June 6
8. Missoula MADE Fair 3000..... June 28
9. ADA 25th Anniversary Party 200..... July 4
10. Missoula Marathon 7000..... July 10-12
11. Tour of Montana Festival 4000..... July 16-19
12. Celtic Festival..... 5000..... July 24-25
13. Kids Fest 2000..... July 28
14. Trail 103.3's 10th Birthday..... 2000..... July 31
15. Big Sky BBQ Festival 1500..... August 1
16. Church at the Park..... 600..... August 2
17. Stomp It Out 500..... August 7
18. Symphony in the Park 5000..... August 9
19. The Williams Effect 300..... August 21
20. Boys & Girls Club Concert..... 1000..... August 28
21. International Mustang Meet 1000..... September 5
22. Maverick Brew Fest 3000..... September 11
23. German Fest 1000..... September 13
24. Montana Clean Energy Fair 1500..... September 19
25. Missoula Baby Fair..... 1000..... September 26
26. Pray For Snow Party 300..... October 2
27. Zoo Fest 2500..... October 3-4
28. Night of the Griz 5K 1000..... October 9
29. Jeannette Rankin Peace Party 350..... October 11
30. Montana Brewers' Fall Festival 2000..... October 16

- 31. Shred Fest..... 2000..... October 17
- 32. Festival of the Dead..... 3000.....November 2
- 33. First Night Missoula..... 250..... December 31

MDA Events (33)

- 1. Winter Brew Fest 3000..... February 27
- 2. Garden City Brew Fest 5000.....May 2
- 3. Garden City River Rod Run 6000..... June 26-27
- 4. MDA Membership BBQ 500.....July 14
- 5. Roots Fest: Family Fun Festival 1200..... August 28-29
- 6. Out to Lunch 2500 each week..... June-August (13)
- 7. Downtown ToNight 3000 each week.....June-September (15)

Review

- Weddings.....3
- Reunions, Grad Parties, Memorials.....5
- Business Events3
- Festivals & Community Events33
- MDA-Produced Events33

Total Number of Events.....77
 Total Number of Days Used.....90

Total Estimated Attendance..... 183,220
 Nonprofits Renting Caras27

Event Type	2008	2009	2010	2011	2012	2013	2014	2015
Weddings	8	11	7	9	8	9	6	3
Class Reunions/Graduations/Memorials	4	0	4	2	5	6	6	5
Business Events	5	7	4	2	5	5	5	3
Festivals & Community Events	25	29	28	31	31	34	37	33
MDA Events	30	30	30	29	30	31	33	33
Total Number of Events	72	77	73	73	80	85	87	77
Total Number of Days Used	75	80	77	77	85	89	102	90
Nonprofits Using Park	NA	NA	NA	NA	NA	28	30	27

**Missoula Downtown Association
 Caras Park Profit Loss
 January through December 2015**

				Jan - Dec 15	Budget
Ordinary Income/Expense					
Income					
45300 · Pavilion-Caras Park					
45600 · Pavilion Rental				39,058.00	37,000.00
42110 · Restroom Lock/Security				754.38	1,000.00
45500 · Alcohol Permit				300.00	350.00
Total 45300 · Pavilion-Caras Park				40,112.38	38,350.00
Total Income				40,112.38	38,350.00
Gross Profit				40,112.38	38,350.00
Expense					
66800 · Pavilion					
67150 · Pavilion Crew Salary				5,346.75	6,500.00
67151 · Pavilion Payroll Tax				332.54	500.00
67400 · Repairs & Maintenance				4,452.93	5,000.00
66900 · Garbage removal				5,335.11	4,000.00
67550 · Utilities				2,528.15	3,000.00
67560 · Pavilion Depreciation				13,973.00	13,973.00
67100 · Pavilion Marketing				240.00	500.00
67450 · Restroom Lock				1,508.75	1,000.00
67455 · Alcohol Permits				300.00	350.00
Total 66800 · Pavilion				34,017.23	34,823.00
Total Expense				34,017.23	34,823.00
Net Ordinary Income				6,095.15	3,527.00
Net Income				6,095.15	3,527.00

Caras Park Pavilion 2015 Follow-Up Survey Results

Type of Function

- Wedding x 2
- Fundraiser x 3
- Festival x 7
- Other x 5 : Hellgate Prom, Community Event, MBA Brewfest, ADA 25th Anniversary, 5K Glow Run

Attendees

- Weddings: 85, 130
- Fundraisers: 300, 350, 250
- Festivals: 500, 5000 over two days
- Other: 5000, 350, 700, 2000, 171, 300, 500

Booking the Pavilion

- Friend x 2
- Out to Lunch Program x 3
- Previous Experience x 11
- Chamber of Commerce x 1
- Other: Live in Missoula x 2

Administrative Service (MDA Office Staff)

- Staff Professional and Friendly
 - Excellent x 16
 - Good x 1
- Informative and Helpful Assistance
 - Excellent x 16
 - Fair x 1
- Rental process easy to understand and follow
 - Excellent x 16
 - Good x 1
- Phone calls answered in a timely manner
 - Excellent x 16
 - Good x 1

Pavilion Facilities Service

- Pavilion Set up on time
 - Excellent x 16
 - Fair x 1
- Set for desired number of guests
 - Excellent x 15
 - Good x 2
- Pavilion set according to layout preferences
 - Excellent x 16
 - Good x 1
- Cleanliness of Pavilion

- Excellent x 10
- Good x 3
- Fair x 3
- Poor x 1
- Professional friendly service
 - Excellent x 15
 - Good x 2
- Staff responsive to special requests
 - Excellent x 14
 - Good x 2
 - N/A x 1
- Quality of Facility/banquet/meeting space
 - Excellent x 13
 - Good x 1
 - N/A x 3
- Quality of Bathrooms
 - Excellent x 7
 - Good x 5
 - Fair x 2
 - Poor x 2
 - N/A x 1
- Quality of Equipment
 - Excellent x 7
 - Good x 5
 - Fair x 4
 - N/A x 1

Comments

- We had a wonderful wedding! Thank you! (Culver Wedding)
- Tom & Allison/Doug were super helpful and very accommodating, nice and very friendly.
- Thank you for everything. Great experience as usual. (Scott Stires)
- The bathrooms were not well stocked and the Pavilion itself was rather dirty. However, the staff was fantastic.
- Thanks so much, you're easy to work with. (Tom Benson)
- Great experience at Caras Park again this year – thank you! (Diana Maneta)
- Good experience – thank you!
- Tables were dirty. Bathrooms ran out of toilet paper. Trash piled up. (Event was 5000 attendees over 2 days)
- The pavilion was swept, but really needed to be power washed. I understand the power washer was broken but maybe have a backup plan (I.e. rent a power washer). (Peter McKenzie)
- Bathrooms were not stocked with supplies; otherwise terrific! (Heather Cheney)
- We have hosted our annual river cleanup at Caras for many years and appreciate how easy and cooperative the MDA staff is to work with on this event. Thanks! (Liz Murphy)
- We had 20 vendors of local business groups that serve people with disabilities, which is amazing as it was the hottest day of the summer, a Saturday, and a holiday. Thank you to Saturday Market vendors, the Carousel, MDA, Clark Fork River fans, Caras Park lovers, and the

Holiday Inn Parkside for a huge successful event! Thank you for the \$100 sponsorship. (Jude Monson)

- Leidy, Kristen, and everyone at MDA were super helpful and cooperative. Thank you! (Christie Magill)
- The availability of equipment is always a problem and it adds to my stress level and workload not knowing what number of chairs, tables, etc I will have and also being told a new working ladder would be available only to find out it wasn't and I had to rent one. (Betsy Mulligan-Dague)

How can we improve our service?

- Keep on keeping on, you guys were great!
- No need, you're good already. (Tom Benson)
- The tables were dirty, but staff cleaned them for us. Otherwise everything was great.
- Power washing the pavilion is a must. (Peter McKenzie)
- Make sure of the items and use deposits to replace them as needed. It is also helpful if all of the numbers agree (website, form, layout and staff report). (Betsy Mulligan-Dague)

Would you consider holding future events here?

- Yes x 17
- Comments: Unless & until I find a better place. It's a nice place for community, but I have trouble managing with mixed messages. (Betsy Mulligan-Dague)

Contact Info

- Culver Wedding
- Scott Stires 406.396.6089
- Tarn Ream 406.549.7933
- Tom Benson 406.541.0860
- Diana Maneta 406.214.9405
- Peter McKenzie 406.721.3194
- Heather Cheney 406.728.2400 x6031
- Liz Murphy 406.542.0539
- Jude Monson 406.728.1630
- Christie Magill 406.370.2212
- Betsy Mulligan-Dague 406.543.3955

**Caras Park Pavilion
2016 Rentals**

DATE	EVENT	ATTN.	STATUS	ORGANIZATION	CONTACT	EMAIL	PHONE
2/12/2016	Winter BrewFest	2000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
4/1/2016	Backcountry Brewfest	1000	Public	Backcountry Hunters & Anglers	Caitlin Twohig	caitlin@backcountryhunters.org	406-370-4325
4/9/2016	Orvis Down the Hatch	1000	Public	The Orvis Company	Tom Evenson	evensont@orvis.com	802-236-0327
4/16/2016	Bacon & Brew Fest	2000	Public	Cherry Creek Radio	Chris Wolfe	ewolferman@cherrycreekradio.com	406-728-5000
4/17/2016	WildFest	2000	Public	International Wildlife Film Festival	Nick Littman	wildfest@wildlifefilms.org	406-728-9380
4/18/2016	Tax Season Party	500	Private	Boyle, Deveny, & Meyer	Jamie Cline	jamie@bdmcpa.com	406-721-3555
4/23/2016	MUD Earth Day	400	Public	MUD	Ellie Costello	director@mudproject.org	406-721-7513
4/30/2016	Clark Fork River Cleanup	1000	Public	Clark Fork Coalition	Liz Murphy	liz@clarkfork.org	406-542-0539 x213
5/7/2016	Garden City BrewFest	5000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
5/13/2016	Glacier Country Reception	50	Private	Glacier Country Tourism	Racene Friede	racene@glaciermt.com	406-532-3234
5/14/2016	Pharmacy Graduation Party	300	Private	Valerie Nauditt	Valerie Nauditt	valerie.nauditt@umontana.edu	509-954-5883
5/25/2016	Give Local Missoula Results & Rewards	250	Public	Missoula Community Foundation	Nikki Robb	nreventpartner@gmail.com	406-926-2846
6/1/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
6/2/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
6/4/2016	Airstream Expo	1000	Public	Bretz RV & Marine	Tenzin Lhaz	tenzin@bretzrv.com	406-541-4800 x11551
6/8/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
6/9/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
6/11/2016	Montana Adventure Games	2000	Public	Craft Beer Promotions, LLC	Ryan Newhouse	rwnewhouse@gmail.com	406-546-5280
6/14/2016	Missoula FCU Annual Meeting	200	Private	Theresa Finnegan	Therese Finnegan	theresa@finnegan@missoulafcu.org	406-523-3524
6/15/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
6/16/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
6/17/2016	Big Sky Brewing 21st Anniversary	2000	Public	Big Sky Brewing	Joe Petrilli	joe@bigskybrew.com	406-360-1776
6/22/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
6/23/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
6/24/2016	Garden City River Rod Run	6000	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
6/25/2016	Garden City River Rod Run	6000	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
6/26/2016	Summer MADE Fair	5000	Public	Handmade MT LLC	Carol Lynn Lapotka	missoulamadefair@gmail.com	409-214-9078
6/29/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
6/30/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
7/6/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
7/7/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
7/8/2016	Missoula Marathon Expo SETUP	300	Public	Run Wild Missoula	Tony Banovich	tonyb@runwildmissoula.org	406-544-7073
7/9/2016	Missoula Marathon EXPO	7000	Public	Run Wild Missoula	Tony Banovich	tonyb@runwildmissoula.org	406-544-7073

**Caras Park Pavilion
2016 Rentals**

7/10/2016	Missoula Marathon RACE	7000	Public	Run Wild Missoula	Tony Banovich	tonyb@runwildmissoula.org	406-544-7073
7/12/2016	MDA Membership BBQ	400	Private	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
7/13/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
7/14/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
7/17/2016	Pillsbury/Reynolds Wedding	200	Private	Jessie Reynold/Ryan Pillsbury	Jessie or Ryan	budspet@yahoo.com	406-541-2617
7/20/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
7/21/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
7/23/2016	Big Sky BBQ Festival	1500	Public	MT Food Bank Network	Bill Mathews	bmathews@mfbn.org	406-721-3825
7/26/2016	KidsFest	2000	Public	Missoula Parks & Rec	Gretchen Sutherland	gsutherland@ci.missoula.mt.us	406-552-6266
7/26/2016	State Legion Championship Banquet	300	Private	Missoula Mavericks Legion Baseball	John Yove	john.yove@gmail.com	406-239-6841
7/29/2016	Celtic Fest	5600	Public	MT Diva Foundation	Shannon Lukes	rslukes@msn.com	406-239-0105
7/30/2016	Celtic Fest	5600	Public	MT Diva Foundation	Shannon Lukes	rslukes@msn.com	406-239-0105
7/31/2016	Dat Music Conference	400	Public	Dat Music Conference	Logan Foret	loganforet@yahoo.com	847-650-5891
8/3/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
8/4/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
8/10/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
8/11/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
8/14/2016	Symphony in the Park	5000	Public	Missoula Symphony Association	Peter McKenzie	peter@missoulasymphony.org	406-721-3194
8/17/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
8/18/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
8/19/2016	25 Under 25	250	Public	Forward Montana	Rachel Huff-Doria	rachel@forwardmontana.org	406-542-8683
8/24/2016	Out to Lunch	3500	Public	Missoula Downtown Association	TBA	info@missouladowntown.com	406-543-4238
8/25/2016	Downtown Tonight	4000	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
8/26/2016	River City Roots Fest Family Fest	7500	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
8/27/2016	River City Roots Fest Family Fest	7500	Public	Missoula Downtown Association	Kristen Sackett	kristen@missouladowntown.com	406-543-4238
9/8/2016	Carousel Celebration	200	Public	A Carousel for Missoula	Theresa Cox	ponykeepr@gmail.com	406-549-8392
9/9/2016	Maverick BrewFest	3000	Public	Missoula Athletic Council	Doug Miller	dsmconstruction@netzero.com	406-239-5944
9/10/2016	Zoofest	2500	Public	Montana Musicians & Artists Coalition	Leif Christian	mtmusicandart@gmail.com	406-570-5648
9/11/2016	Germanfest	1000	Public	Missoula Cultural Council	Matt Anglan	mcc@missoulacultural.org	406-541-0860
9/23/2016	Montana Brewer's Festival	1000	Public	Montana Brewers Association	Blake Nicolazzo	blake@montanabrewers.com	406-546-0609
9/24/2016	Missoula Baby Fair	1000	Public	Nursing Nook, LLC	Scott Stires	stires.scott@gmail.com	406-396-6089
9/30/2016	Big Hip Snowboard Premier	500	Public	Big Hip Snowboards	Ronuk Patel	bhipento3@gmail.com	773-580-4555
10/7/2016	Night of the Griz 5K Glow Run	600	Public	Missoula Independent	Christie Magill	cmagill@missoulanews.com	406-370-2212
11/2/2016	Festival of the Dead	2000	Public	ZACC	Kia Liszak	kia@zootownarts.org	406-549-7555