



Approved: July 9, 2025

CITY OF MILLERSBURG  
EVENTS PLANNING COMMITTEE MINUTES  
4222 Old Salem Rd NE- Conference Room  
June 5, 2025, 5:30 pm

A. CALL TO ORDER

Chair Michele Hickam called the meeting to order at 5:33 pm.

B. ROLL CALL

Council and Staff: Mayor Scott Cowan, Councilor Dick Perdue and Finance Manager/City Recorder Sheena Dickerman

Members present: Chair Michelle Hickam, Vice-Chair Tom Moore, Lori Moore, Kim Perdue, Robert Richardson Jr., Wendy Bales

(No participants via Zoom)

Guest: Ann Hillman

C. APPROVAL OF MINUTES: May 7, 2025

Tom made a correction to minutes that he met with Matt Straite, Community Development Director, not the City Attorney.

Action: Motion to approve minutes May 7, 2025, minutes made by Tom Moore and seconded by Michele Hickam.

Wendy Bales	Aye
Michele Hickam	Aye
Lori Moore	Aye
Tom Moore	Aye
Kim Perdue	Aye
Robert Richard, Jr.	Aye

Passed 6/0

D. BUDGET UPDATE:

Sheena reported we paid \$500 to Kona Ice, \$348 for Mom's magazine ad, and \$273.35 to Destination Events for Drone Show and Family Fun Day events.

E. OLD BUSINESS

- a. July 25 Drone Show: No advertisers for this year but have ideas for next year. (Timberlab and Millersburg-Ryan's Custom Signs) Michele went to Les Schwab about popcorn and they don't lend out their machine, but the Party Store will rent one for \$68 a day with 50 percent off on boxes of popcorn. Popcorn can be secured over the phone. Michele will ask if Les Schwab would donate popcorn.

We could serve it on both days (Drone Show and Family Day). We would also provide water. 10 cases at about \$8 a case with a total of around \$220. We will have to provide garbage cans-Dick or city staff will handle this. Volunteers would need to replace bags each hour-4.

Action: Motion to spend up to \$500 on refreshments for both days made by Tom Moore and seconded by Kim Perdue.

Wendy Bales	Aye
Michele Hickam	Aye
Lori Moore	Aye
Tom Moore	Aye
Kim Perdue	Aye
Robert Richard, Jr.	Aye

Passed 6/0

Ann Hillman had shared a flyer with Michele to let people know about the drone show. She reached out to Janelle to let her know what we need as far as lights, sprinklers, etc. Can someone have a playlist going on during the time before the drone show? Would there be licensing requirements? City staff are looking into this. Scott Cowan will be the announcer for the evening. The flyer will say, "Popcorn w/Drone Show and music" or something to that effect.

b. Family Day in the Park: July 27<sup>th</sup> from 1:00 pm-5:00 pm

Activities: Bounce House, Basketball Shoot, Face Painting & Balloon Art, Altrusa (books), three-legged race, gunny sack race, balloon toss (with reusables), pinatas twice (different times for different ages), set out rocks to paint, friendship bracelets, and donut on a string. Cornhole could be a good game for older folks. (signs on poster boards or white boards)

- Pinata at 2:00 p.m. (ages 2-6) and 4:00 p.m. (ages 7-12) and another (ages 13 plus). Will need three pinatas and needing three volunteer's total.
- Three-legged race at 1:15 p.m., 1:45 p.m., gunny sack races at 2:15 p.m., 2:45 p.m. and so on. Will need four volunteers, one for each hour-long section of time, 1-2 p.m., 2-3 p.m., 3-4 p.m., and 4-5 p.m.)
- Balloon toss at same time as three-legged and donut on a string at the same time as gunny sack race (Michele will figure out logistics) (four volunteers, each for one hour as above)
- Ongoing events: Bounce House (four volunteers-one per hour), Basketball Shoot, cornhole, face-painting and balloon art, Altrusa (?), paint your own rocks and make friendship bracelets.

Costco has reusable balloons. Water, balloons, and candy for pinata will be bought by Sheena at Costco.

Dick will ask around to see about people coming to teach cornhole.

Action: Motion to spend up to \$500 for supplies for the games made by Tom Moore, and seconded by Michelle Hickam.

Wendy Bales	Aye
Michele Hickam	Aye
Lori Moore	Aye
Tom Moore	Aye
Kim Perdue	Aye
Robert Richard, Jr.	Aye

Passed 6/0

Scott Cowan asked if Life Flight/Fire Department could be a part of this day, 3:00 p.m. or maybe at the end. He will check into it.

We should hand out suggestion cards at the event and have applications for volunteers for different committees. Or a banner with a QR code for these.

- c. Car Part Trophies: Per communication with the teacher at South High School we won't be doing pizza party at the school yet since they haven't made that many trophies yet. We will give more parts to them and have trophies made next school year.

#### F. UPCOMING EVENTS/NEW BUSINESS

- a. Light Contest: will be discussed at future meeting.
- b. Parade: will be discussed at future meeting.

Robert Richard Jr. left meeting at 6:40 p.m.

- c. Car Show 2026: Michele Hickam has Strohmeyer confirmed for August 1, 2026, as the DJ for the car show. His fee is \$600. He will come to a meeting and update us on other things we might need to do.

Action: Motion to use August 1, instead of 8th 2026 for the car show made by Michelle Hickam, and seconded by Tom Moore.

Wendy Bales	Aye
Michele Hickam	Aye
Lori Moore	Aye
Tom Moore	Aye
Kim Perdue	Aye

Passed 5/0

- d. National Night Out: Will happen August 5 in the park. Wendy Joy wants help with water and brownies funds to come out of City's General Fund line-item for events (used to be called Millersburg Celebration).

Action: Motion to use up to \$300 for a banner from Ryan's Custom Signs made by Tom Moore. and seconded by Michele Hickam.

Wendy Bales	Aye
Michele Hickam	Aye
Lori Moore	Aye
Tom Moore	Aye
Kim Perdue	Aye

Passed 5/0

G. ACTION ITEMS

a. Kim Perdue will call volunteers and bring a list to the next meeting.

H. NEXT MEETING DATE: July 9 at 5:30 p.m.

I. ADJOURNMENT Michele adjourned the meeting at 7:01 p.m.

Respectfully submitted by Kim Perdue

