



## CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MEETING AGENDA

Remote access for the meeting is available.

To **participate via Zoom**, contact City Recorder at 458-233-6300

or [cityclerk@millersburgoregon.gov](mailto:cityclerk@millersburgoregon.gov), **prior to 5:00 p.m. on Tuesday, July 8, 2025.**

July 9, 2025

5:30 PM

Millersburg Park, 3030 NE Alexander Lane

A. CALL TO ORDER

B. ROLL CALL

C. WELCOME AND INTRODUCTIONS

D. APPROVAL of June 5, 2025, MINUTES

E. FINANCIAL REPORT- Sheena

F. OLD BUSINESS

a. Drone Show Event – Planning Update

i. Popcorn and beverages

ii. Vendor(s): The Brim

b. Family Day in the Park – Planning Update

i. Activities finalize

ii. Schedule of events

iii. Equipment/Supply needs

iv. Advertising at drone show

c. Team Member Updates

i. Roundtable: What's done, what's pending?

d. Next Steps & Assignments

i. Timeline check-ins for both events

ii. Confirm task owners/point person for each activity

G. NEW BUSINESS

H. ACTION ITEMS

I. NEXT MEETING DATE

J. ADJOURNMENT

*The meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify Millersburg City Hall in advance by calling 458-233-6300.*