

Approved at the July 8, 2021 Events Planning Committee Meeting



Millersburg Events Planning Committee Meeting

June 10, 2021

6:00 p.m.

VIRTUAL MEETING – Millersburg, Oregon

Attendees

Present: Chair Jenny Wolfenbarger, Connie Lepin, Heidi Swirbul, Carlye Schrader, Abby Johnson, Tina Ferguson

Absent: Lorri Headrick

Staff: Scott Cowan, City Council Liaison; Kim Wollenburg, City Liaison

Meeting called to order by Chair Wolfenbarger at 6:07 p.m.

Consent Agenda:

- 1) Events Planning Committee Meeting Minutes from May 13, 2021

Action: **Motion to Approve the Consent Agenda made by Heidi Swirbul; seconded by Connie Lepin; all in favor**

Old Business:

- 1) 5k Run Information

Heidi noted she has not been able to do the walk that was set up for her; however, she and Michael will plan on doing that the coming weekend. She asked Jenny about the status of the medals, and Jenny said she found where they were coming from. Heidi noted that she needed to get something on Facebook. They discussed sharing the car show information and changes Facebook made that made it difficult to share to groups. Heidi said the Spring Hill Car Show was able to share our event. Jenny is going to go in Albany Happenings and make a post. Heidi asked Committee to help spread the word about the car show. Jenny confirmed run starts at 9:00 a.m.

- 2) Scavenger Hunt

Jenny suggested that maybe the Scavenger Hunt was too much for the Committee to do for this year. The Committee agreed that they would not do the Scavenger Hunt this year.

- 3) Car Show

Heidi updated the Committee on the car show during the 5k Run update above. Heidi also spoke about how to promote the car show. Connie and Heidi discussed having additional port-a-potties at the show along with a washing station. Connie will handle reserving what is needed.

- 4) Parade

Abby asked about kids participating in the parade. Heidi said she was going to bring this up that we need to start spreading the word about the parade. Jenny also confirmed that the start time is 5:00 p.m. She also shared that information is up on the website and there just needs to be promotion. Connie asked about allowing kids and bikes when the holiday one was motorized vehicles only. Discussion followed regarding have children on bikes. Councilor Cowan noted he would discuss City liability with the City Attorney. Kim suggested Councilor Cowan speak about this with the City Manager and Assistant City Manager

regarding this issue. Jenny asked the Committee about the Committee's float. She said she'll talk to her dad about getting a trailer and getting some space so it can be decorated and update the Committee next meeting.

Councilor Cowan recommended that Jenny attend the next Council meeting to update the Council on the plans for the Celebration. He also confirmed the parade route to start at City Hall, coming around through the park and picking up those interested from the car show and end in Morningstar as the official end of the parade.

New Business:

1) Christmas Tree

Jenny spoke about a sale for outdoor lighted Christmas trees (25% off) and said these are the ones that can be added by 4' section each year depending on what size to start with. She shared that with 25% off, 14' panel led tree with a lighted star for \$4,233.00. Jenny asked if the Committee wished to take this to the City and Council to purchase. The Committee agreed for this to be presented to the City Council.

2) Food Carts

Tina asked a question about who was in charge of food carts since Mike was no longer in charge of them. Jenny noted explained what he did and that, for the most part, she secured the food carts so is not concerned about being able to handle getting them. She also shared that she reached out to Oregon BBQ, N'Reeners, Hawaiian Grindz, Taco Machine, Gnomenuits, Kracklin Wood Fire Pizza, and Sweetbay Shave Ice. Also Crushed Coffee. Carlye reminded Jenny of another vendor who wanted to provide the coffee service and will reach out to her again. Jenny asked if the Committee had any ideas. Councilor Cowan suggested Kono Bowl who was at the Millersburg Farmers' Market.

3) Beer Garden

Jenny asked what the Committee thought about having a beer garden at the car show. Oregon Beverage has offered to bring in fencing again and have the entrances and exits monitored or handle like the first year Celebration in 2018. Heidi shared concerns regarding parents being confined while children are away from parents and the risk to the expensive cars. The Committee agreed that putting up the fences as was handled in 2019. Jenny will continue the conversation with Oregon Beverage and report back at next meeting.

4) Music

Jenny shared that the Scooby-Do band will provide music at the car show. She reminded the Committee that even with the music on the stage in 2019, people at the car show were unable to hear the music. Heidi said she will meet with the Scooby-Do band and find out his thoughts on how far the music will project then discuss with the Committee options if music cannot be heard throughout. Heidi also suggested to maybe have the music in the center of the park. More options to be discussed later.

5) Parking

Jenny said she was going to talk to Mr. Brunson about using his field again and that someone would need to help get some volunteers. She will reach out to the Soporomists who did it in 2019 and see if they were still willing and asked the Committee that if they had other ideas to share or even reach out for volunteers.

6) Game Trailer for Children

Jenny said someone reached out to her regarding having a game trailer with carnival or fair games (about 4-5 games). She asked the Committee if there was interest in having that game trailer available for children.

7) Advertising/Signage & Marketing

Jenny noted that she wanted to get together with Heidi and Connie regarding the signage and will arrange a date to meet.

8) T-Shirts

Connie shared that she did get the quote. Shirts are about \$1.50 more each for 200 and that for 350, there is only a .54 discount for the regular shirts, not for the bigger sizes, with graphics on the front and back. The Committee discussed that costs are being covered. Connie asked if shirts were being provided for the fun run. There was some discussion regarding whether the shirts should just say 5K which might mean needing fun run shirts. Councilor Cowan said that it's possible to use 5K/Fun Run and thought people would be fine with that. Connie also mentioned that a recommendation to put the car show, 5K and fun run all on the same shirt. During the discussion, there was talk about having a graphic for Honoring our Heroes also on the shirt. Jenny said she's been trying to contact Elements Graphics and has had a hard time getting a hold of someone. She'll reach out to them again.

Additional Comment:

- 1) Jenny asked the Committee to think of any food trucks or other ideas, to please email the Committee and whenever they see something get posted about the event, share on individual social media pages.
- 2) Councilor Cowan asked the Committee to keep in mind what City staff might be able to assist with and discuss with Kevin and Janelle if there is any need for assistance from staff. He also wanted to share that he's getting excited and that the Committee is coming up with some great ideas and plans and shared that the Council is appreciative of the work the Committee is doing and confirmed that the Council will assist when and where they can.
- 3) Connie offered a suggestion for the Celebration to set up a table at the Wednesday Farmers' Market. Jenny said she's sent an email to the organizer to see how the Market and Celebration can collaborate.

Adjournment:

Committee adjourned at 7:12 p.m.

Upcoming Meetings:

- July 8, 2021
- August 12, 2021