

Millersburg Events Planning Committee Meeting

July 8, 2021

6:00 p.m.

VIRTUAL MEETING – Millersburg, Oregon



Attendees

Present: Chair Jenny Wolfenbarger, Connie Lepin, Heidi Swirbul, Carlye Schrader, Lorri Headrick, Tina Ferguson, Abby Johnson
Absent: None
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 June 10, 2021
Action: **Motion to Approve the Consent Agenda made by Heidi Swirbul; seconded by Connie Lepin; all in favor**

Old Business:

- 1) Fun Run & 5k & Car Show
After Heidi provided an update, the Committee discussed a flyer at the Farmer's Market with a schedule of events for the Celebration. See below.
- 2) Parade
Jenny shared that she'd spoken with City Manager Kreitman who talked about getting the Linn County Sheriff's Office and Albany Fire Department involved and participating in the parade. City Manager Kreitman also spoke with her about having two port-a-potty stations and another wash station at the City Hall for the Car Show staging. Connie will work on that. She said she also talked to City Manager Kreitman about bikes in the parade and said he'd like not to have bikes in the parade due to safety reasons and the environment is not controlled. Lorri confirmed whether the Tradewinds parking lot would be needed as originally discussed. Jenny said she believes it will not be needed as the parade will be ending in the Morningstar Subdivision. She shared why the change due to safety and permitting issues. Lorri asked who would lead the parade. Heidi shared the order from Christmas. Jenny said that City Manager Kreitman wants Albany Fire to lead the parade like last year.

New Business:

- 1) Committee Float
Brief discussion regarding the theme for the committee float and sharing of ideas. Also discussed time frame to decorate and who would participate. Carlye shared her conversations with various people providing information regarding the type of trailer to be used and who will supply the trailer and/or truck. In addition, the committee discussed what the committee would wear during the parade and the color of committee T-shirts.
- 2) Food Carts
Jenny spoke about the current vendors and noted that more were needed. Carlye asked if the food trucks were going to be set up like the past Celebration. Heidi said that still needed to be determined but spoke about a couple of options.

3) Beer Tent

Oregon Beverage Service would be serving beer and wine and the event is a walk around.

4) Parking

Need for volunteers briefly discussed.

5) Volunteers

The committee discussed having online registrations for volunteer instead of paper. Connie noted that a lot of older folks who might want to help don't have computers so might not be able to sign up. Jenny said that they could be assisted with that or fill out the paper and go into the system and update online. Abby asked if they could have a signup sheet to get their information then input the information. There was additional discussion regarding how much time to request volunteers to work, example, asking for a minimum of 2 hours. The committee decided to set a minimum of 4 hours. They also discussed incentives and Jenny mentioned food vouchers for volunteers but no decision was reached.

6) Other

- a. Lorri brought up that she didn't see the theme indicated on the Millersburg Celebration website. Jenny believes she may have put that information in the registration and will address.
- b. Advertising Signage and Marketing. Connie provided an update regarding the signage being made and where they will be placed once they are done. She confirmed that the vendor has been notified and has all of our needs and the timeline to provide. The committee also discussed further plans for advertising.
- c. The committee discussed whether to have a booth/table at the Farmer's Market and felt that one was needed. Jenny shared her thoughts as to what would be at the Market – a table or simply hand out flyers but there will be a presence.
- d. Lorri asked about where she might be able to assist at this particular time. Jenny asked her if Lorri knew of any group Jenny could reach out to who could assist with the parking.
- e. Carlye asked if there would be any live music and Jenny confirmed that Scooby Doo Mystery Van will likely be in the middle to project music out

Adjournment:

Committee adjourned at 6:44 p.m.

Upcoming Meetings:

- August 12, 2021
- September 9, 2021