

**CITY OF MILLERSBURG  
EVENTS PLANNING COMMITTEE  
MEETING AGENDA**

November 18, 2021 @ 6:00 pm  
Electronic Meeting



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**AGENDA**

**ROLL CALL**

**CONSENT AGENDA**

- 1) Events Planning Committee Meeting Minutes from Nov. 4, 2021

**UNFINISHED BUSINESS**

- 1) Parade
  - a. Santa update
  - b. Float ideas
- 2) Outdoor lighting contest
  - a. Update on new artwork for participant yard signs
- 3) City Hall outside lighting
  - a. Last year's lights conditions
- 4) Community mailer going out

**NEW BUSINESS**

- 1) City's vision statement for community events

**NEXT MEETING DATE/TIME**

TBD

# Millersburg Events Planning Committee Meeting Minutes

November 4, 2021

6:00 p.m. Via Zoom



## Attendance

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

Liaisons: Mayor Jim Lepin, City Council Liaison; Councilor Scott Cowan, City Council Liaison

Meeting was called to order by Chair Wolfenbarger at 6:13 p.m.

## Approval of Meeting Minutes

Tina Ferguson made a motion to approve the October 14, 2021, meeting minutes as submitted; Abby Johnson seconded the motion; there was no discussion; and the minutes were approved by unanimous vote.

## Old Business

Consensus of the Committee members was "Winter Wonderland" as the overall theme for the 2021 Celebration of Lights.

### 1) Parade

- (a) Confirm Route: Maintain same route as winter 2020/summer 2021; speed between 4 to 5 mph to get time to 75 minutes. Starting at City Hall and ending after Morning Star subdivision (same as in September).
- (b) Committee Float: Carly Schrader will be the lead for the float, and Heidi Swirbul will be the lead for Santa's sleigh. Decorating will take place December 15, 5:00 to 8:00 p.m. at the same shop location as last year. Justin will drive the small Tradewinds vehicle (Santa's sleigh), and Michael Swirbul will drive the Committee float vehicle. Outdoor COVID restrictions require wearing a mask if within six feet of another person; no limit to the number of people on the float.
- (c) Santa: During the meeting Mayor Lepin received confirmation from City Manager Kevin Kreitman they he will act as Santa during the parade. Mayor Lepin will discuss with Council the possibility of a Council float.

### 2) Outdoor Lighting Contest:

- (a) Confirm Deadline Dates & Judging Categories: December 7 registration deadline; December 10, 11, & 12 voting; and award winners will be notified December 18, the day of the parade. Award themes will be Clark Griswold, Traditional, You Must be a Professional, Winter Wonderland, Most Xtreme, and Committee's Choice. Connie will check with Xtreme Grafix to confirm their participation this year.
- (b) Participant Yard Signs: Committee supplies are now being stored in Millersburg rental house garage. Connie will order an additional 20 signs; added to 50 from last year gives

extra with the thought that we will have more participants this year. Identified need to change background color to something lighter so they show up better. Depending on cost, will consider ordering all new signs. Connie will get pricing. Will add a sticker to the back of the signs to indicate, "Return to Millersburg City Hall," in order to encourage the return of more signs. Will need to order new award winners' signs for each category. Lorri Headrick will take the lead on gathering registration information and sign distribution.

(c) Awards: Lorri will assemble the prize awards; valued at \$50/each. Committee will announce and deliver awards on December 18.

- 3) City Hall Outside Lighting: Still waiting to confirm the dates with the City; tentatively set for November 29 & 30. Scott Cowan will confirm with City Hall and get start time. New tree is large; will have City staff determine best location. Scott will also ask if City staff can evaluate condition of lights used in the trees/shrubs to determine if purchasing additional lights is needed to cover all shrubs.
- 4) Donations (FISH, AFD Toy Drive): FISH canned food drive and Albany Fire Department toy drive. Connie will confirm with FISH that we can get a donation can and what date; Jenny will add information to flyer to promote drop-off on November 29 while decorating at City Hall; and Lorri will inquire with AFD about the toy drive.
- 5) Community Mailer with Schedule of Events: Jenny Wolfenbarger will be updating the web site, social media, and sending information to City Hall for the reader board. Mailer will be sent out by the City.

**New Business:** No new business was identified.

**Adjournment:** Committee adjourned at 7:39 p.m.

**Next Meeting Date/Time:** November 18, 2021, 6:00 p.m., Via Zoom

**Upcoming Activity Dates:**

- City Hall Decorating: November 29 & 30
- Home Lighting Contest Registration Deadline: December 7
- Home Lighting Contest Voting: December 10-12
- Committee Float Decorating: December 15
- Presentation of Awards to Home Lighting Contest Winners: December 18
- Celebration of Lights Parade: December 18