



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MEETING AGENDA

June 20, 2023 @ 5:30 pm
City Hall

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL of May 23, 2023, MINUTES
- D. NEW BUSINESS
 - 1) Demographics- Liz Hernandez
- E. UNFINISHED BUSINESS
 - 1) Guest Presenter – Jenny Wolfenbarger
- F. ADJOURNMENT



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MINUTES

4222 Old Salem Rd NE- Conference Room
May 18, 2022 @ 6:00 pm

A. CALL TO ORDER

Mayor Scott Cowan called the meeting to order at 6:06 p.m.

B. ROLL CALL

Council & Staff: Mayor Scott Cowan, Councilor Mark Raum, and City Recorder Sheena Dickerman

Members present: Diane Hargrove, Liz Hernandez, Anne Hilman, Michele Hickam, and Kathie Strathern

Members Absent: Amanda Garcia and Heidi Swirbul

C. INTRODUCTION OF MEMBERS – Members shared about themselves. Kathie asked if previous committee members planned to still participate. Scott and Sheena replied that some are still interested but were not able to attend the meeting.

D. HISTORY OF EVENTS COMMITTEE

Scott read the history of the Millersburg Celebration. In 2018, the City held its first Celebration which was planned by the City Parks Committee with the support of staff and Council. The first one included the first 5k, food trucks, etc. In 2019, the City Council established the Events Committee. In 2020 the Celebration was cancelled, due to COVID. In 2021, it was a modified event with car show and parade. In 2022, it was a large event with 250 participants for the car show.

E. FUTURE OF EVENTS COMMITTEE

Scott emphasized that going forward the Event's Committee events could look different than what has taken place in the past. Council representatives would attend the meetings and be a sounding board for the committee, but this was "their" committee. Council is here to help guide.

Michele asked about inviting others to be on the committee. Scott and Mark encouraged the committee to invite others to participate as members or volunteers. Scott added that Abby Johnson's role had been to recruit volunteers.

Members shared the general location of where they lived, wanting to ensure that the members covered the entire city and not just one location.

Kathie encouraged members to talk about the committee if they were out in the community participating in the Morningstar Grange garage sales. She asked about having the open house flyer to handout. Sheena will ask Community

Development Director Matt Straite, who created the flyer, about having copies available.

F. APPOINTMENTS OF CHAIR, VICE-CHAIR AND COMMUNICATION CLERK

Scott read the duties of the Chair, Vice-Chair, Communications Clerk. He suggested having meetings be an hour to an hour and a half max, respecting people's time. He said the appointments could be temporary since the members were new and didn't know each other. He stated that the responsibilities for all members were to show up and participate, be consistent, be prompt, communicate, be respectful, follow through and most importantly "Have FUN!".

The Council supports the committee with a budget of \$30,000. Michele asked if it was possible to have a minimum charge, for example for vendors. Kathie said the 5k in the past had a fee. Scott affirmed being able to charge for events.

Mark said the committee has a clean slate for events. Scott and Mark cautioned the committee not to burn out.

Kathie asked if there was historical data for past events. Mark affirmed. Scott shared that the previous Chair has a notebook with information. He will contact her to see if she can attend a meeting in the future.

Diane suggested a survey to see what the community would like to see. Scott agreed, saying it was important to talk to neighbors.

Michele recommended that not every event be geared towards children.

The members talked about 4th of July events and events from previous locations they lived.

Liz Hernandez and Kathie Strathern volunteered to be temporary co-chairs. New Chair/Co-Chair/Vice Chairs will be selected in August. Ann Hillman volunteered to be the Communications Clerk.

Sheena mentioned that there were other committee members that were not in attendance for the meeting, but they would be involved in the future.

Mark stated that there was no expectation for a Celebration in September.

The Committee talked about having a group email, each other's email and access to Celebration website, etc.

G. NEW BUSINESS

1) Future Meeting Dates

The team discussed meeting days and times. The majority said after 5 p.m. was best. The next meeting date is June 20, 2023, at 5:30 p.m.

2) Future Meeting Agenda

Have Jenny share her notes and go over the hits, misses, watch outs, etc. Going to try to keep meeting to 1 hour.

3) Future Events Ideas

- Picnic at the park, produce exchange, farmers market, block party, Christmas Light contest, Parade, Car Show, Farmers Market, Hot Air Balloon, Laser Light Show, Movies in the Park, Dinner in the Park or Orchard, Easter Egg Hunt, Flashlight Hunt, Wine Walk

A suggestion was made to send out a mail flyer to residents explaining that there will not be a Millersburg Celebration this summer. Diane – indicated that she will come up with some draft ideas for a door hanger and/or mailing. It was suggested to work with Matt and Sheena.

Action Items to be completed by next meeting:

- Reach out to Jenny and ask her if she can come to the next meeting (June 20th 5:30pm City Hall). Scott will contact Jenny and see if she can make the meeting.
- Sheena – create email group and send out.
- Diane will bring door flyer to next meeting.

H. ADJOURNMENT

Scott adjourned the meeting at 8:00 p.m.

Respectfully submitted:

Sheena Dickerman
City Recorder

Reviewed by:

Scott Cowan
Mayor