



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MEETING AGENDA

February 12, 2024, 5:30 PM
City Hall

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL of JANUARY 10, 2024, MINUTES
- D. BUDGET REPORT – SHEENA - 5 MIN
- E. Fourth of July – Ann – 10 MIN
 - a. Drone show information
- F. 2024 Millersburg Celebration (9/7/24) – 35 MIN
 - a. Guest - Kevin (City Manager) introduction
 - b. Event – 5 min each (Michele, Dick, Kim, Wendy, Liz, Ann)
- G. Committee Recruitment / Growth – 5 MIN
- H. ACTION ITEMS/NEXT MEETING DATE
- I. ADJOURNMENT



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MINUTES

4222 Old Salem Rd NE- Conference Room
January 10, 2024, @ 5:30 pm

A. CALL TO ORDER

Chair Liz Hernandez called the meeting to order at 5:29 p.m.

B. ROLL CALL

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

Members present: Dianne Hargrove, Liz Hernandez, Michele Hickam, Anne Hilman, Wendy Joy, Dick Perdue, and Kim Perdue

C. GUESTS

Millersburg Farmers Market representatives - Tyler (volunteer) and Chelsea (co-chair) Headrick attended. Here to see about collaboration. Millersburg Farmers Market are all volunteers. Shared 2023 there was no Farmers Market and they want/plan to resume in 2024. It's on Wednesdays and will likely continue (doesn't conflict with other nearby Farmers Markets); Bethany is the Chair. Likely to run June through August from 4 p.m. to 7 p.m. (set up at 3pm); Committee and Millersburg Farmers Market would like to work together to support one another. Chelsea and Tyler plan to apply to become members of the Millersburg Events Committee and would be a liaison/representative for the Millersburg Farmers Market.

ACTION: Motion to incorporate the Millersburg Farmers Market as a Millersburg Committee Event by Chair Liz Hernandez; second by Dick Perdue.

Motion Passed: 7/0

D. APPROVAL OF December 4, 2023, MINUTES

ACTION: Motion to Approve the December 4, 2023, minutes as provided made by Dick Perdue; seconded by Michele Hickam.

Motion Passed: 7/0

E. BUDGET REPORT

- a. Currently have 28K in the budget
- b. December
 - i. Expenses: Signs, Event Advertisement City Facebook page, Christmas Lights (for City Hall)
 - ii. Additions: Pacific Power funds for December event sponsorship have not yet come in. *Dianne will follow up with Pacific Power.*

F. COMPLETED EVENTS

- a. **Parade** – *Thank you Dick for chairing this event!*
 - i. **Wins** – Community enjoyed the event (brought neighbors out). Matt played his role great! Parade route good (not too long).
 - ii. **Feedback** – The pace was a bit too quick, want more participants (next year goal twice as many).
 - iii. **Discussions**
 - 1. Regarding horses participating in this type of parade; possibly consider changing it up (either day/time/distance), would need to confirm with City insurance in advance before allowing horses.
 - 2. *Pacific Power had a great entry, maybe we can encourage other businesses by offering an award for best business entry (and even personal entry).*
 - iv. **2024 Celebration of Lights Parade Date: 12/14/2024** – Include in October 2024 city water bill (mail and email)
- b. **Parade** – *Thank you Dianne for chairing this event.*
 - i. Contest went fine; we want more entries (goes with advertising with Celebration of Lights);
 - ii. Next Year: How can we get the community to vote (will reach out to Matt to see about technology – ability to vote on website (paper copies available at City). Also need to change category to “People’s Choice” (instead of committee’s choice). Specified voting opens 12/14 - 12/21/24.
- c. **Signs** – Lighting contest participant yard signs were picked up by Dianne and brought to City Hall. There was discussion about event signs on gang boxes. Scott shared the City doesn’t regulate gang boxes as they are property of the US Postal Service.

G. RECRUITMENT/GROWTH – discussion postponed.

H. FUTURE EVENTS

- a. 2024 Millersburg Celebration
Motion to have the 2024 Millersburg Celebration on September 7, 2024, made by Dick Perdue; seconded by Michele Hickam.
Motion Passed: 6/1 with Wendy voting no
 - i. Scott cautioned some of the city staff will not be available to assist during that weekend. The event committee will keep that in mind as the event selection is determined (reminder this will be a small-scale community event as this is a new team of volunteers).
- b. Possible July 4th Drone Show – Ann to gather preliminary information.

I. ACTION ITEMS/NEXT MEETING DATE

- a. Dianne – thank you for your service.
- b. Need to fill Vice Chair
- c. **Next Meeting: February 12th 5:30 PM Wednesday**

- i. Sheena to add to City calendar and reader board.

J. ADJOURNMENT

Liz adjourned the meeting at **6:36 PM**

Respectfully submitted:

Reviewed by:

Ann Hillman

Chair Liz Hernandez

DRAFT