



EVENTS PLANNING COMMITTEE MEETING AGENDA

APRIL 11, 2024, 5:30 PM
City Hall

- A. CALL TO ORDER
- B. ROLL CALL & NEW MEMBER WELCOME
- C. APPROVAL of MARCH 6, 2024, MINUTES
- D. BUDGET REPORT – Sheena - 5 MIN
- E. CALENDAR OF EVENTS (Save the Date) – Wendy 5 MIN
- F. FARMERS MARKET UPDATE – Tyler & Chelsea – 5 MIN
- G. DRONE SHOW UPDATE (06/29/24 9:10 PM) – Ann – 10 MIN
 - a. Location (park), 150 drones, music/sound, advertising
- H. 2024 MILLERSBURG CELEBRATION (9/7/24 1PM – 10PM) – 90 MIN
 - a. Opportunities
 - i. Social media post creator (must send to Liz/Sheena for approval)
 - ii. Signage
 - iii. Parking
 - iv. Logistics (Facilities, Garbage, etc.)
 - v. Business Expo or Vendors
 - vi. Donations
 - b. Events (updates and start/end time)
 - i. Music (1P-7P) - Wendy
 - ii. Kid Zone - Kim
 - iii. Car Show - Dick/Denise
 - iv. Food Trucks - Tyler/Chelsea
 - v. Bingo - Michelle
 - vi. Movie (8P-9:45P) – Liz
 - c. Millersburg Celebration - website and email
- I. WORK PARTY
- J. ACTION ITEMS/NEXT MEETING
- K. ADJOURNMENT



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MINUTES

4222 Old Salem Rd NE- Conference Room

March 6, 2024, @ 5:30 pm

A. CALL TO ORDER

Chair Liz Hernandez called the meeting to order at 5:31 p.m.

B. ROLL CALL

Council & Staff: Mayor Scott Cowan and City Recorder Sheena Dickerman

Members present: Chair Liz Hernandez, Vice-Chair Wendy Joy, Communications Clerk Ann Hillman, Chelsea Headrick, Tyler Headrick, Michele Hickam, Dick Perdue, and Kim Perdue

Guests: Community Members – Morningstar Grange Robert P Richardson Jr.

C. APPROVAL OF February 12, 2024, MINUTES

ACTION: Motion to Approve the February 12, 2024, minutes as provided made by Michele Hickam; seconded by Dick Perdue.

Motion Passed: 8/0

D. BUDGET REPORT

- a. Sheena reported minor changes, we currently have approx. 27.5K in the 23/24 budget.
 - i. Pacific Power did send light contest donation check but didn't indicate it was for the event donation, so it was misapplied to their bill. The \$400 donation will be reallocated to the Events Committee 23/24 budget.
 - ii. New Expenses: Millersburg Celebration email account - approx. \$118.05 – but it's not on city card and needs to get redirected accordingly. The site (www.millersburgcelebration.com) is not up currently.
- b. Sheena provided clarification for events committee budget (upcoming 24/25) and confirmed that donations for goods/services do not affect the budget. Budget planning is soon to be underway so begin thinking about next year's activities including potential donor/sponsorships.
- c. Dick has reached out to Wah Chang (\$20,000) & Georgia Pacific (\$15,000) and Loves (\$5,000) for potentially being an event sponsor for the 2024/2025 budget.

E. FARMERS MARKET UPDATE – Chelsea and Tyler Hedrick

- a. Reached out to past vendors and they were excited.
- b. Plan to post on social media (image shared, verbiage TBD)
- c. Vendor and truck space is limited.
- d. Will occur on Wednesdays from 4 – 7 PM June – August.
- e. The Farmers Market vendor fee is \$10. Funds are used for running the Farmer's Market and will continue to stay within their own financial entity.
- f. How can the events committee support the Farmers Market - promote the market.
- g. Will have an information booth – for vendors and shoppers with questions, can optionally include neighborhood watch and/or event committee promotion/participation.

F. DRONE LIGHT SHOW PROPOSAL – Ann Hillman

- a. Date – Saturday June 29th
- b. The price for 100 drones has been reduced from \$20,000 to \$10,000, by scheduling it adjacent to another Oregon show (6/28).
- c. Location TBD (proposed at City Hall, considering the City Park)
- d. Discussion on adding drones – committee discussed increasing the production to 200 drones capping the show cost to \$15,000. Ann will check on additional drones and get the contract updated and sent to Kevin.
- e. Motion made to approve the Drone Light show for June 29th by Wendy Joy, seconded by Michele Hickam – Motioned passed 8/0.

G. 2024 MILLERSBURG CELEBRATION 9/7/24

- a. EVENT PROPOSALS
 - i. Music – Wendy Joy
 - 1. Option one DJ 6 hours (additional 2 hours with live band optional. Option 2 was a radio station (one genera of music). Discussion on live band (requires renting setup/teardown of stage) determined it is best to not have a live band this year. *Learned the agreement with the Movie company specifically states no live entertainment is present at the event.*
 - 2. Ann Hillman motioned we use the DJ without live band. Dick Perdue seconded. Motion passed 8/0.
 - ii. Kid Zone – Kim Perdue
 - 1. Proposal included rock painting, “Destination Events” 3 stations (TBD); Friendship bracelet making, and other items. Budgeting approximately \$3,500 for the kid zone.
 - 2. Sheena reminded the committee that any person who works with children at the event must have a city background check (\$33 ea.) and the school district background check is not acceptable. Members noted.
 - 3. Dick Perdue motioned we have a Kid Zone at the Celebration, Wendy Joy, seconded it. Motion passed 8/0.
 - iii. Car Show –Dick Perdue

1. The event does conflict with the Albany show, that is known and OK. Many will be done mid-day – ours will start at 1pm and we will want to limit 30-45 participants.
 2. Potentially give Millersburg Trucker hats to participants
 3. Motion to approve car show event at the Celebration by Michele Hickam, Wendy Joy seconded. Motion passed 8/0
- iv. Food Trucks – Tyler/Chelsea
1. Plan to have 6-8 food trucks (anticipating number of attendees) typically estimate 1 truck for every 150-200 people. Offering our local trucks first then going outside.
 2. Include 1-2 Alcohol vendors (requires proper licensing, fencing, monitor, consume in area, etc.), pending insurance approval.
 3. Motion to have Food Trucks including alcohol at the Celebration by Michele Hickam, Seconded by Dick Perdue Motion passed 8/0.
- v. Activity – Michele (Bingo or Corn Hole Tournament)
1. Bingo requirements with DOJ, as long as we don't have money prizes and keep other prizes minimal in value, no license is necessary. Corn Hold Tournament – can rent boards. Discussion on community participation was divided.
 2. Chelsa Headrick motioned to have a Cornhole tournament, Ann Hilman seconded. Motion failed 3/0.
 3. Tyler Headrick motioned to have Bingo at the event, Dick Perdue seconded it. Motion passed 5/3. Ann, Chelsea, and Liz voted no.
- vi. Movie Night – Liz
1. Presented Movie (The Sand Lot) – rope area off (where screen is setting up). A South Albany high school group will bring in concessions for the movies (their fundraising, their responsibility).
 2. Dick Perdue motioned to approve Movie Night at the Celebration, Michele seconded it, Motion passed, 8/0.
- b. Celebration Time
- i. Start/End
 1. Official start time 1:00 PM (public welcome). End time 10pm (after movie).

ACTION: Motion to that the celebration start at 1 p.m. and end at 10 p.m. made by Wendy Joy; seconded by Kim Perdue.

Motion Passed: 7/1. Michele Hickam voted no.

H. ACTION ITEMS/NEXT MEETING DATE

a. Next Meeting: April 11, 2024, 5:30 PM to 7:30 PM Wednesday

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

b. Save the Date(s)

- i. Postcard or Magnet – Wendy to investigate

I. ADJOURNMENT

Liz adjourned the meeting at **7:20 PM**

Respectfully submitted:

Reviewed by:

Ann Hillman

Chair Liz Hernandez

DRAFT