



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MEETING AGENDA

March 6, 2024, 5:30 PM
City Hall

- A. CALL TO ORDER
- B. ROLL CALL & NEW MEMBER WELCOME
- C. APPROVAL of FEBRUARY 12, 2024, MINUTES
- D. BUDGET REPORT – Sheena - 5 MIN
- E. FARMERS MARKET UPDATE – Tyler & Chelsea – 5 MIN
 - a. Number of vendors
 - b. How can we help?
- F. DRONE SHOW – Ann – 5 MIN
 - a. Presentation & vote
- G. 2024 MILLERSBURG CELEBRATION (9/7/24) – 60 MIN
 - a. Events (2 min proposal, Q&A, & vote)
 - i. Wendy (Music)
 - ii. Kim (Kid Zone)
 - iii. Dick/Denise (Car Show)
 - iv. Tyler/Chelsea (Food Trucks)
 - v. Michele (Activity)
 - vi. Liz (Movie Night)
 - b. Celebration Time
 - i. Start/End
 - c. Vacancies
 - i. Social media post creator (must send to Liz/Sheena for approval)
 - ii. Signage
 - iii. Parking
 - iv. Sponsorship (goods/services vs cash)
- H. ACTION ITEMS/NEXT MEETING
 - a. Meeting duration vs frequency
- I. ADJOURNMENT



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MINUTES

4222 Old Salem Rd NE- Conference Room

February 12, 2024, @ 5:30 pm

A. CALL TO ORDER

Chair Liz Hernandez called the meeting to order at 5:34 p.m.

B. ROLL CALL

Council & Staff: Mayor Scott Cowan, Councilor Mark Raum, and City Recorder Sheena Dickerman, City Manager Kevin Kreitman, and Assistant City Manager/City Engineer Janelle Booth

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

Guests: Community Members – Michelle Matta, Gina Ayers, Katrina Burch; Farmers Market representatives Chelsea and Tyler Hedrick; Grange representatives Sonja Neal and Robert P Richardson, Jr; Veterans Community Center Denise Emery and Marland Rice.

C. APPROVAL OF January 10, 2024, MINUTES

ACTION: Motion to Approve the January 10, 2024, minutes as provided made by Dick Perdue; seconded by Michele Hickam.

Motion Passed: 6/0

D. ELECTION OF VICE CHAIR

Liz nominated Wendy Joy as Voice-Chair; Michele seconded. Wendy accepted the nomination.

ACTION: The vote to appoint Wendy Joy as the Events Committee Vice-Chairperson was **unanimously passed 6/0**.

E. BUDGET REPORT

- a. Sheena reported there were no changes to the budget, we currently have 28K in the budget.
- b. Ann inquired on donation from Pacific Power committed for the December 2023 Celebration of Lights – Sheena shared it should be in by next meeting.

F. Drone Show Info

- a. Ann reported the lowest price is \$15,000 (100 drones, limited customization, non-peak days) whereas Fourth of July is approximately \$45,000 (well beyond our budget).

- b. The committee would like Ann to proceed to work with the company (Open Sky Light Drone Shows) to see if we can make this happen on a different day (ideally line up with one of our scheduled events or around July 4th).
- c. They will be in Oregon June 28th and a period end of July / beginning of August (dates TBD). Ann is trying to line it up to reduce the cost. Will bring more info to the next meeting as it comes available. Scheduling can be done as quickly as a week but is better (and preferred) if planned. Drones cannot fly over people, takes 4-8 hours to set up. Additional FAQ's can be found <https://openskypro.com/frequent-drone-show-questions/>

G. 2024 MILLERSBURG CELEBRATION 9/7/24

- a. City Staff Kevin and Janelle Booth – introduction and info sharing.
 - i. Celebration is a City of Millersburg event – we are not a 501c3, some events/activities are challenging due to our insurance requirements (the city is self-insured).
 - ii. City staff ensure emergency plans are in place (law enforcement, medical, fire, etc.).
 - iii. Contracts are reviewed by City Attorney and Insurance
 - iv. Need to properly plan for physical logistics (i.e. additional garbage cans, power access, etc.)
 - v. Budget/Purchase Orders – the Event Committee budget is determined annually. Items can be paid for through Purchase Orders (and/or Staff's credit card). Exceptions to expenses must be put to a vote by the Council. Dick inquired if we have fundraising can we run it through the city? Yes. It is encouraged to anticipate the fundraising to be included in the budget planning. The Event Committee budget for expenses is typically 30K but the highest year was a budget of 55K which included estimated fundraising efforts of approximately 20K.
 - vi. Prior event experience – when it comes to bands, stage setup and costs are rather hefty lift (time, energy and resources), in addition, the hospitality requirements make logistics challenging. It was shared that the easiest and most community fun prior celebration was centered around Car Show, DJ and Food Trucks.
- b. Mini Events – committee members shared ideas
 - i. Michele – general activities to get community involvement (Bingo, Rock Painting, Trivia, Competition, Games in the Park, Cornhole Tournament, Scavenger Hunt. *Scott shared that the Fire Department had a Cornhole Tournament and have boards that may be loaned.*
 - ii. Dick – Car Show – would like to chair the event with the collaboration/support of Denise and Marland. Concern was voiced regarding possibly conflicting with the Albany car show – will try to collaborate with them. Would also like to fundraise/gather sponsorships and would like a flyer to hand out. We will do this after the events are determined during our next meeting so we can refine the prior celebration sponsorship flyer.

- iii. Kim – Kidzone activities such as balloon animals, some type of science experience (reach out to OSU discovery day, OMSI and or Gilbert House), a craft, old carnival games, rock painting, climbing rock wall (Liz has a contact if needed). Petting zoo was mentioned – Kevin shared that our insurance will not allow petting zoos.
 - iv. Wendy – Music – will investigate having one band and having a DJ.
 - v. Liz – would like to chair “Movie in the Park” – local (but national) company provides large inflatable screen (to fit up to 1000 people) costs approximately \$3,500. Likely to occur the evening of the celebration (approximately 8pm would need set up near shed for electrical hook up). Proposes “Sandlot” as the movie (PG rated and “summertime” theme). Liz also brought up food trucks – Chelsea and Tyler Hedrick stated they would be likely able to chair this with their experience (if approved by Council to be on committee).
 - vi. Denise Emery – is very well connected in the Car (and Veteran) community. Ideas to hold a car show (possibly include a theme to collect Teddy Bears – judging – bears could be donated to the City of Millersburg for Christmas gifts). Could include the Racing community (they have cars to show as well). Possibly include Pinewood Derby races (scouts). *Submitting application for the Event Committee.*
- c. Other Celebration Events Discussions
- i. Sonja Neal (guest) from the Grange – shared Wednesday nights there are Jefferson Jammers (various performers including 2 traveling bands) may be options for the Millersburg Celebration. Also of note, the Museum of Jefferson has information provided on the founding fathers, Matt at the City has pictures may be able to match up with names for the celebration.
 - ii. Scott – cautioned that in addition to the folks in the room tonight, each area will need volunteers. Discussion on recruiting from local teams/organizations who are fundraising as well as having shorter shifts (i.e. 2 hours). We will also need someone to be point person for the overall event planning (set up, incident management, logistics) for which Kevin/Scott can help and/or provide guidance.

H. Farmer’s Market

- a. Mark inquired on status. Tyler & Chelsea shared they have reached out to past vendors and farmers to let them know we plan to resume it this year, want to confirm verbiage for announcement on their social media (i.e. in conjunction with or with support from Millersburg Events Committee). Update to be provided next month.

I. ACTION ITEMS/NEXT MEETING DATE

a. Guests

- i. Liz invited any guests in attendance who wanted to vote in the events to apply to the committee. If they’d just like to attend and volunteer as needed that is also welcomed.

b. Members

- i. Email your event outline/initial proposal by 02/27/24 to Liz (lizhernandez85@hotmail.com)

c. Next Meeting: March 6, 2024, 5:30 PM to 6:45 PM Wednesday

- i. Sheena to add to City calendar and reader board.
- ii. March agenda items include Millersburg Celebration event proposal and voting, sponsorship levels & Farmer's Market update.

J. ADJOURNMENT

Liz adjourned the meeting at **6:48 PM**

Respectfully submitted:

Reviewed by:

Ann Hillman

Chair Liz Hernandez

DRAFT