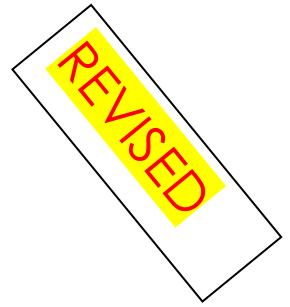




EVENTS PLANNING COMMITTEE MEETING AGENDA



May 21, 2024, 5:30 PM
City Hall

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL of APRIL 11, 2024, MINUTES
- D. BUDGET REPORT – Sheena - 5 MIN
- E. FARMERS MARKET – Tyler & Chelsea – 5 MIN
- F. DRONE SHOW (06/29/24 9:10 PM) – Liz for Ann – 5 MIN
- G. 2024 MILLERSBURG CELEBRATION (9/7/24 1PM – 10PM) – 65 MIN
 - a. 5/8/24 work party - reschedule
 - i. Signage
 - ii. Other
 - b. Millersburg Celebration - website and email
 - i. Graphic – created – waiting on additional info before posting
 - c. Misc Items
 - i. Porta-potty quotes – Best Pots or Better Portable Toilets – committee vote
 - ii. Social media post creator (Chelsea)
 - iii. Parking (Tyler)
 - iv. Republic Services (Tyler)
 - 1. Trash services requested
 - v. Volunteer coordinator (Kim)
 - 1. Recruiting (online and in person update)
 - vi. Business/Vendors & Donations (Dick)
 - 1. Donation Request
 - d. Events (updates and start/end time)
 - i. Music (1P-7P) - Wendy
 - ii. Kid Zone (1P-6P) - Kim
 - iii. Car Show (1P-5P) - Dick/Denise
 - 1. Registration process
 - iv. Food Trucks (1P-7P) - Tyler/Chelsea
 - v. Bingo (2P-6P)- Michelle
 - vi. Movie (8P-9:45P) – Liz
- H. ACTION ITEMS/NEXT MEETING
- I. ADJOURNMENT



CITY OF MILLERSBURG EVENTS PLANNING COMMITTEE MINUTES

4222 Old Salem Rd NE- Conference Room
April 11, 2024, @ 5:30 pm

A. CALL TO ORDER

Chair Liz Hernandez called the meeting to order at 5:30 p.m.

B. ROLL CALL

Council & Staff: Councilor Mark Raum and City Recorder Sheena Dickerman

Members present: Chair Liz Hernandez, Communications Clerk Ann Hillman, Chelsea Headrick, Tyler Headrick, Michele Hickam, Dick Perdue, Kim Perdue, and Robert P Richardson

Members absent: Vice-Chair Wendy Joy (excused) and Denise Emery

C. APPROVAL OF March 6, 2024, MINUTES

ACTION: Motion to Approve the March 6, 2024, minutes as provided made by Chair Liz Hernandez; seconded by Michele Hickam.

Motion Passed: 8/0

D. BUDGET REPORT- Sheena

- a. Approximately \$21,350 remaining for fiscal year ending June 30, 2024.
- b. Open Sky deposit has been paid, remaining to pay from our 2024 budget.
- c. Attorney is currently reviewing contracts/agreements for the City (those submitted from the Events committee are in line for review).

E. Calendar of Events Magnet

Magnet example provided by Wendy for consideration on making for the community cost approximately \$1 each. Discussion on recent "save the date" flyer included in water bill.

ACTION: Motion to not make additional save the date magnets made by Michele Hickam; seconded by Michele Hickam.

Motion Passed: 7/0/1 Dick Perdue abstained.

F. FARMERS MARKET UPDATE – Chelsea and Tyler Hedrick

Getting interest from some new vendors, determining if we should have more than one vendor type (i.e. more than one flower stand). Options are good but could rotate/alternate as well. To meet with Kevin regarding the number of stalls. Previously we had 14 vendors, we may have 20 this year. Looking to have something "fun" to draw more the first day.

G. DRONE LIGHT SHOW (June 29, 9:10 pm) – Ann Hillman

We will likely set up and present from the south side of the park, show to face north. The agreement has been signed, includes an additional 50 drones (making it 150)

for additional \$2,500 (total show cost \$12,500). Soon to be working with their "Design and Logics Manager" to select the show. Once completed they will add music to the show. Ann is trying to get speakers so music can be played with the show and has borrowed a portable (waterproof, chargeable & Bluetooth) speaker. Tyler and Michele may have a similar one we will test to see if we can link them so that music can be heard throughout the park. An event has been created on the City of Millersburg Facebook page (gaining traction) and currently has a drone save the date video. Ann will work on some type of flyer with more details (that can be posted or left at City Hall as well as posted on social media).

H. 2024 MILLERSBURG CELEBRATION (September 7,2024, 1pm -10 pm)

a. Opportunities

- i.Social media post creator: Chelsea volunteered to create postings (Liz to review, Sheena to post on the City Facebook page).
- ii.Celebration signage: to be determined after the work party and we know what we have and what can be reused or possibly modified.
- iii.Parking: Kevin Kreitman will reach out to the Brunson family to inquire on field access/usage. Tyler volunteered to oversee parking in general. Liz will reach out to South Albany athletic director to find a team/group that would be interested in helping with parking.

Robert left the meeting at 6:40 PM

ACTION: Motion to pay \$1,000 for parking helpers made by Dick Perdue; seconded by Tyler Headrick.

Motion Passed: 7/0

- iv.Logistics (facilities, garbage, tables/chairs, etc.): Liz has quotes for porta-potties. Tyler says we could have parkers do garbage dump/runs a couple of times. More to discuss/plan at future meetings.

ACTION: Motion to add "Volunteer Coordinator" role for events committee made by Chelsea Headrick; seconded by Kim Perdue.

Motion Passed: 7/0

Kim volunteered to fill this need and will make calls and/or reach out to those who've expressed interest. We will share the volunteer list Liz created (google drive) and work together. Any names/numbers can be offered. Ann volunteered to input contacts as we get them. Sheena will reach out to Wendy for the paper list from last years National Night Out. There was no real list of interested "helpers" at the City when we applied spring 2023.

- v. Business Expo or Vendors and Donations: Discussion among group on an actual business expo and/or allowing vendors to set up booths. Dick will brainstorm and bring back ideas next month.

b. Events

- i.**Music** (1PM-7PM) – Wendy Joy (excused)
- ii.**Kid Zone** (1PM-6PM) – Kim Perdue: Contracts submitted, waiting for review/approval. Inquired as to having 15–17-year-olds can we use them

for volunteers? Sheena will inquire with insurance. *Sheena confirmed and shared after the meeting that all kids zone volunteers must have background checks (including other kids).* The Tangent Harvest Fest is the same weekend so the National Guard is already committed that weekend. We had previously thought they might set up a booth and activity (inflatable or climbable). Kim will provide the supply order to Sheena (Amazon list) to purchase.

- iii. **Car Show** (1PM-5PM) –Dick Perdue: Time determined, more details next month.
 - iv. **Food Trucks** (1PM-7PM) – Tyler/Chelsea Hedrick: We have sweets, Hawaiian, American trucks, and currently looking for “Taco” truck and are discussing alcohol options. As previously stated, we have several locals we are giving the first opportunity before seeking outside trucks. Tyler has reached out to Linn County to ensure all permits/certificates will be in order.
 - v. **Bingo** (2PM-6PM) – Michele Hickam: Plan to have regular sessions throughout the day (with breaks to let folks leave and others participate). Will set up under the covered area (a portion of the tables will be identified as “Bingo” tables. Plan to have gift card prizes. Will borrow bingo cage from Tyler. Mayor Scott Cowan has volunteered to assist with calling numbers.
 - vi. **Movie** (8P-9:45P) – Liz: Concessions will be run by South Albany High School Flight club and sports group, which will begin at 7PM and end about 9PM
- c. Millersburg Celebration
 - i. Facebook: There are lots of followers so it would be good to use it. Can we change the name on the Facebook page to Millersburg Events Page – Sheena to inquire.
 - ii. Website: There is nothing on it and no one is managing it at this time, however it was recently paid for it (so we will leave it for now). Will see if we can get some traction on it.
 - d. Work Party: Opportunity to meet at the old house to go through events committee inventory the items supplies, signs, etc. to see what can be reused). Tyler, Dick, Wendy, Liz - May 8, 11am

I. ACTION ITEMS/NEXT MEETING DATE

a. Next Meeting: May 21, 2024, 5:30 PM to 7 PM Tuesday

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

J. ADJOURNMENT

Liz adjourned the meeting at **7:35 PM**

Respectfully submitted:

Reviewed by:

Ann Hillman

Chair Liz Hernandez