MILLERSBURG CELEBRATION 2021
EVENTS PLANNING COMMITTEE
MEETING AGENDA

June 10, 2021 @ 6:00 pm
Electronic Meeting

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AGENDA

ROLL CALL

CONSENT AGENDA
1) Events Planning Committee Meeting Minutes from May 13, 2021

UNFINISHED BUSINESS
1) Fun Run & 5k
2) Scavenger Hunt, do or not do?
3) Car Show
4) Parade

NEW BUSINESS
1) Food Carts
2) Beer Garden
3) Music
4) Parking
5) Game trailer for kiddos
6) Advertising/signage & marketing

Meeting Dates
1) July 8, 2021
2) August 12, 2021

Millersburg Events Planning Committee Meeting

May 13, 2021
6:00 p.m.
VIRTUAL MEETING – Millersburg, Oregon

Attendees

Present: Chair Jenny Wolfenbarger, Connie Lepin, Mike Wertz,
                    Heidi Swirbul, Carlye Schrader (joined late)
Staff: Scott Cowan, City Council Liaison; Kim Wollenburg, City Liaison
Absent: Abby Johnson, Lorri Headrick, Tina Ferguson

Meeting called to order by Chair Wolfenbarger at 6:05 p.m.

Consent Agenda:
1) Events Planning Committee Meeting Minutes from March 11, 2021
2) Events Planning Committee Meeting Minutes from April 8, 2021
   Action: **Motion to Approve the Consent Agenda made by Heidi Swirlbul; seconded by Mike Wertz; all in favor**

Old Business:
1) 5k Run Information
   Heidi provided an update and suggestions. She recommended one T-shirt for the Run and Car Show which is much easier to manager. Connie asked if the plan is to do a 5K and Fun Run and Heidi confirmed her thought is yes, the 5K and a 1-mile Fun Run but no charge to the Fun Run. She shared that she spoke to Eclectic Edge and he gave her information on the logistics for the Run (such as bibs and registrations).

   Jenny shared that she spoke with Assistant City Manager/City Engineer Booth regarding the Committee consideration of the amount of work for the results. Jenny said that her thoughts are that runs that are just starting take time to get the word out so they can grow.

   There was a lot of discussion regarding whether runner packets were needed, how to get the bibs to the runners and other logistics decisions. Jenny recommended that the shirts and bibs merely get put into an envelope and runners pick up. No need to grab coupons or gifts from people. The Committee agreed that was a good idea.

   Heidi asked about whether medals should be provided. Mike thought they should be for the 5k and for the Fun Run. Jenny shared she had cost information and will share the link to Heidi. Connie asked if the medal could just be put into the envelope and Mike and Heidi agreed that the medal given out at the end would be more appreciated. Heidi will research more on medals and costs. Connie asked if more could be ordered if we are going to continue to do the run annually. The Committee discussed whether to keep putting the year on the medals and agreed that was important to keep doing.

2) Scavenger Hunt Update
   Jenny shared that she spoke with a someone from Albany Public Schools and said that they used an app called GooseChase and then explained how the app worked and how it worked for the school's event. She shared that what they did to offset the cost was to have any participating businesses pay $30.00. There was lengthy discussion regarding ideas for the clues for the hunt. The Committee discussed whether to actually have a Scavenger Hunt and ultimately decided to postpone decision another month for Carlye to research the idea more and discuss at the next meeting.

3) <u>Car Show Update</u>
The Committee decided to charge $20 for the car show like previously. Heidi mentioned trophies and dash plaques and provided pricing for those. She said there are car show drivers who are anxious to sign up. She shared that she tentatively booked a mobile DJ for $250 a day. Heidi said she spoke to the pin-up girls from 2019 to get donations for Honor Flight again. She reminded the Committee she would need volunteers and would like to have a few food carts. There was discussion regarding port-a-pots and the schedule for the car show which was determined to be 12 to 4 with parade beginning at 4:30. Mike suggested that since the cars will be at the park, why not have the parade start at the park. Heidi suggested that since the parade would come down Katelyn, that the parade could be joined from there instead of at the City Hall.

4) <u>Parade Route – Use of Old Salem Road</u>
Jenny shared that after discussion with City management, the idea is to start the parade at City Hall and end on Lauren in the Morningstar subdivision. City management isn't sure that the County will issue a permit; however, Jenny will call and confirm. There was discussion regarding the holiday parade and how fast it went plus setting a maximum number of vehicles to participate. The Committee also decided to keep with the same route used last December. The fee to participate in the parade is $0.

During the meeting, Lorri texted Jenny stating that Henry's Food Court is interested in sponsoring the run, that the Tradewinds' parking lot could be used as needed, and she loves the idea of having some sort of music at the end of the parade in the food court.

New Business:
1) Jenny reviewed the recent updates to requirements and guidelines COVID-19 and how these affect the events in September. Jenny will send guidelines to Committee.
2) Heidi noted that if the Committee plans to do all of the mini events, then advertising needs to start and food carts scheduled. Several members mentioned particular interest in food cart vendors.
3) Jenny confirmed that the overarching theme is "Honoring our Heroes."

Tasks:
- Connie will get updated cost for T-shirts
- Heidi will get costs for medals.
- Carlye will talk to her business about donating bags to the event for T-shirts, water bottles, etc. and research the cost.
- Jenny will contact Linn County Road Department about whether we could get a permit for the parade to be on Old Salem Road.

New Business:
None

Adjournment:
Committee adjourned at 7:34 p.m.

Upcoming Meetings:
- July 8, 2021
- August 12, 2021