

**CITY OF MILLERSBURG  
EVENTS PLANNING COMMITTEE  
MEETING AGENDA**

May 12, 2022 @ 6:00 pm  
Hybrid Meeting

Join Meeting

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**ROLL CALL**

**CONSENT AGENDA**

- 1) Events Planning Committee Meeting Minutes from April 7<sup>th</sup>.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- 1) Budget review with Janelle
- 2) Review updates from Sub Committees
- 3) Hula Performance interest

**FUTURE MEETING DATES**

June 2<sup>nd</sup>  
July meeting, June 30<sup>th</sup>? Or July 14<sup>th</sup>?

## Millersburg Events Planning Committee Meeting Minutes

April 7, 2022

6:00 p.m.

Millersburg City Hall & Zoom



### Attendance

Present: Chair Jenny Wolfenbarger, Connie Lepin, Abby Johnson, Tina Ferguson, Carlye Schrader, Amanda Garcia, Kim Wollenburg

Via Zoom: Heidi Swirbul, Lorri Headrick

Liaisons: Mayor Jim Lepin, City Council Liaison

Absent: Scott Cowan

Meeting was called to order by Chair Wolfenbarger at 6:20 p.m.

### Approval of Meeting Minutes & Work Session Notes

Tina Ferguson made a motion to approve the February 3 and February 21, 2022, meeting minutes and March 2, 2022, Special Session meeting minutes as submitted; Amanda Garcia seconded the motion; there was no discussion; and the minutes were approved by unanimous vote.

**Old Business:** None

### New Business:

- 1) Monthly Report – Jenny requested feedback on the new suggested form for subcommittees to prepare in advance of the meeting to use in giving their report at the meeting. Suggestion made to add “Old Business” as a topic to the form. Kim will make it a fillable form.
  - a. When to turn in report – Turn form into Jenny and Kim by Monday night of the meeting week. If meeting is rescheduled, will identify the revised deadline for that month's reports.
  - b. Voting criteria – Anything that is going to affect/change budget; anything that changes overall event and affects all subcommittees would require a vote.
- 2) Updates From Sub Committees:
  - a. Car Show – 29 pre-registrations
  - b. Sponsorship – Jenny following up with last event sponsors. Title sponsor is still open. Commitments to date: Amy Price, Albany Chamber of Commerce, Wild West Seed \$500, Republic Services \$2000, NW Natural \$1500, Arauco (Jenny meeting with their team), Pacific Power \$500, ATI (want to focus on youth activity), Valley Pressure Washing (koozies), and Country Financial (Jenny will be meeting with them).
  - c. Signage & Apparel – Advertising banners going up at the park tennis courts this week. Connie doesn't have quote for apparel yet. Creating a graphic with car show car photos from last year for the car show t-shirt. Need to know the number of run shirts, run shirt graphic, and list of other committee members signage and banner needs. Working on volunteer and committee shirts as well. Email signage needs to Connie.

- d. Logistics – Received two quotes for portable toilets, and one quote from Sunbelt for generators. Event photographer will be Matt Straite. Jenny will determine who provided fencing last year. City has a new popup tent. Need covered table area for Fire and Police; triage area.
- e. Volunteers – Subcommittees report volunteer number need to Abby. Will be putting out information through the water bills soliciting for volunteers. Suggestion for table at Farmer’s Market (June, July, & August) to promote the event and need for volunteers. Abby will coordinate getting signups from committee members to staff the table.
- f. Kids Fun Zone -
- g. Vendors & Food Trucks – Currently have five vendors; trying to maintain diversity. Have verbal commitment from nine food trucks. Struggling to get more vendors; many are committed to other events that day. Send other potential vendor and food truck names/contact information to Tina. Jenny has a map that shows the maximum number of vendors and food trucks to share with Tina.
- h. Stage Entertainment – Jenny has reached out Jesse Lee (country) from 2019 as potential headliner. She is waiting to hear back from Southern Crossing. Fate 55 and Hilltop Saints are confirmed. Also waiting to hear back from Cascade Sound and Stage Lighting. Need suggestions for MC; send ideas to Jenny. Suggestion made to request F15 fly over; Jenny will look into this.
- i. Run – Working on logo for run; adult run and kids run separate. Considering start/stop of run to be more inside the park to encourage participants to stay for the event. WHERE? Will discuss at next meeting so Heidi can be part of the conversation.
- j. Marketing & Hospitality – Send logos to Amanda in .jpg format. Also send information to her that needs to be publicized.

Other Business:

Need to submit budget next week to City Manager. Subcommittee to submit their proposed budgets to Jenny by Tuesday, April 12. In future, will have subcommittees bring their budget information back to the Committee for review first.

**Adjournment:** Meeting was adjourned at 8:20 p.m.

**Next Meeting Date/Time:** May 12, 2022, 6:00 p.m.

SUBCOMMITTEE:

Marketing and Hospitality

Head:

Amanda Garcia

Members:

Amanda Garcia

MEETING DATE:

5/12/2022

I am finalizing the design to be advertised in MOM magazine. Keeping a schedule of: **Monday-** Run social media post, **Tuesday-** National Day post (Vendors/Food Truck) **Wednesday-** Celebration subcommittee needs (Entertainment/Kids Zone/Volunteers) **Thursday-** Throwback post to previous celebrations **Friday-** Sponsorship post

NEW BUSINESS:

Finalizing the MOM magazine advertisement post and will be contacting radio advertisements this week.

CURRENT PROJECTS:

BUDGET CHANGES:

More content and information on subcommittee needs for posts.

NEEDS FROM COMMITTEE:

NEEDS A VOTE:

N/A

GOALS FOR NEXT MONTH:

Increase social media presence by posting two times a day using content generated from subcommittees; advertising follow ups.

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**SUBCOMMITTEE:**

**Logistics**

Head: Jenny  
Members: Connie

MEETING DATE: 5/12/2022

NEW BUSINESS:

CURRENT PROJECTS: Got confirmation from Republic that they want to sponsor \$2000. I sent Julie Jackson an email asking what else we need to do to make this happen.  
This should also include the dumpster sponsorship??

BUDGET CHANGES:

NEEDS FROM COMMITTEE:

Kids fun zone rental needs are? Tent, stage, tables, chairs, etc.  
Other areas: rental needs?

NEEDS A VOTE:

GOALS FOR NEXT MONTH:

Get in touch with Republic to confirm dumpster sponsorship  
Secure fencing & confirm with OBS our agreement - Jenny  
Put together list of needs from A to Z Rental and get quote  
Give Matt list for photos  
Confirm with Sunbelt power/lighting rental  
Secure security for event

PROJECTS THAT ARE DONE: 4/7/2022 Still need to get in touch with Republic (if anyone can help with this)

**SUBCOMMITTEE:  
SIGNS & APPAREL**

Head: Connie Lepin  
Members:

MEETING DATE: 5/12/2022

NEW BUSINESS: none

CURRENT PROJECTS: Car show shirts are in design phase. City Hall has sent quote and check for 50% to Xtreme. We've sent Xtreme the cars we want designed on the shirt

BUDGET CHANGES: none

NEEDS FROM COMMITTEE: How many Run Shirts? What color?  
Ideas for graphics for Run Shirts?  
Will need list of needs from Committee for signs/banners

NEEDS A VOTE:

GOALS FOR NEXT MONTH: Work on Run shirts  
Work on Volunteer shirts and Committee shirts (same as before)

PROJECTS THAT ARE DONE: 4/7/2022 Advertising banners for tennis court are done and delivered to City Hall. Asked if Dustin or Randy can put up (one on pavilion side; one on parking lot side)  
4/7/2022 Sent pictures of cars to Xtreme to start graphic design on car show t-shirts  
4/7/2022 Xtreme is putting together a quote for car show t-shirts.

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## **CAR SHOW**

**Lead:** Heidi Swirbul  
**Members:** Mike Swirbul  
Don Headrick  
Lorri Headrick  
Connie Lepin

**MEETING DATE:** 5/9/2022

**NEW BUSINESS:** No new business

**OLD BUSINESS:** Will meet with sub committee as soon as I am feeling up to it to discuss placement of check in area for all cars.

**CURRENT PROJECTS:**

**BUDGET CHANGES:**

**NEEDS FROM COMMITTEE:**

**NEEDS A VOTE:**

**GOALS FOR NEXT MONTH:**

**SUBCOMMITTEE:**

**Stage & Entertainment**

Head: Jenny Wolfenbarger

Members:

**MEETING DATE:**

4/7/2022

**NEW BUSINESS:**

Hawaiian Hula Dancers

**CURRENT PROJECTS:**

**Stage Help:**

Messaged Tanner Ferguson to see if interested in helping us out in volunteering to help setup and if Skot would donate equipment again. Give him couple of weeks to talk to Mattie and tech team, busy with Easter right now.

**Music:**

Adam Larson - need to reach out

**F-15 Jet Flyover:**

Have contact information to look into scheduling a flyover

**BUDGET CHANGES:**

N/A

**NEEDS FROM COMMITTEE:**

Band suggestions

MC ideas - I have a few volunteers for this

**NEEDS A VOTE:**

**GOALS FOR NEXT MONTH:**

Confirm entertainment

Work on MC

Send request for Jet flyover

**COMPLETED PROJECTS:**

**Sound & Lighting:**

Cascade Sound and Stage Lighting confirmed, will set-up day-of rather than Friday

**Music:**

Southern Crossing - Classic Rock cover band - confirmed, waiting on agreement

Hilltop Saints - confirmed, waiting on agreement

Jessie Leigh - confirmed, waiting on agreement

Fate 55 - confirmed, waiting on agreement





SUBCOMMITTEE:

Food Truck & Vendors

Head: Tina Ferguson

MEETING DATE: May 12, 2022

NEW BUSINESS: Confirmed Food Trucks: Oregon Kettle Corn; Grindz Hawaiian; Kona Ice; N'Reeners; Crush Coffee

Confirmed Vendors: Adoptasock Puppets; Dazzle Me Designs; Renewal by Anderson; Boston Mill Bakery; Crazy Goat Girl; Earthy Little Scents; Oregon Lathe Works

CURRENT PROJECTS: Food Trucks still interested: Stick a Pork in it!; Pono Bowl; Retro Burger; The Dawg House

Still Looking for Taco Truck, Sweets Truck, Another Coffee Truck, another Kettle Corn Truck, among most anything...have invites out still however have had a lot of no responses(either booked or no longer in business.)

Have a lot of invites out to Vendors and some interest so expect some more agreements in soon.

BUDGET CHANGES: NONE

NEEDS FROM COMMITTEE: SEND ANY POTENTIAL VENDORS MY WAY

NEEDS A VOTE: NONE

GOALS FOR NEXT MONTH: SECURE MORE FOOD TRUCKS AND VENDORS AND SPEAK WITH JENNY ABOUT BEVERAGE NEEDS

