

**MILLERSBURG CELEBRATION 2021  
EVENTS PLANNING COMMITTEE  
MEETING AGENDA**

May 13, 2021 @ 6:00 pm  
Electronic Meeting



**Join Meeting**

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**Meeting ID: 116 8726 0956**  
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**AGENDA**

**ROLL CALL**

**CONSENT AGENDA**

- 1) Events Planning Committee Meeting Minutes from March 11, 2021
  - 2) Events Planning Committee Meeting Minutes from April 8, 2021
- Action: \_\_\_\_\_

**UNFINISHED BUSINESS**

- 1) 5k info
- 2) Scavenger Hunt update
- 3) Car Show, update from Kevin & Janelle
- 4) Parade route, use of Old Salem Rd

**NEW BUSINESS**

**Meeting Dates**

- June 10, 2021
- July 8, 2021
- August 12, 2021



## Millersburg Events Planning Committee Meeting

March 11, 2021

6:00 p.m.

**VIRTUAL MEETING** – Millersburg, Oregon

Attendees: (name strike out were absent from the meeting)

Jenny Wolfenbarger, Chair	Connie Lepin	Mike Wertz
Heidi Swirbul	Carlye Schrader	Abby Johnson
Lorri Headrick	Tina Ferguson (left early)	
Michael Ann McIlvenny, Recorder (left early)		

Scott Cowan, City Council Liaison

Kim Wollenburg, City Liaison

Subcommittee member participants:

None at this meeting

Meeting called to order by Chair Wolfenbarger at 6:07 p.m.

### Minutes:

- Approval of February 11, 2021 minutes.  
Motion to Approve the February 11, 2021 minutes by Heidi Swirbul; seconded by Carlye Schrader. All in favor to approve. Motion passed 9/0.

### Unfinished Business:

None

### New Business:

- 1) Response from Car Show Attendees:  
Heidi's feedback after speaking to several owners noting that several owners of cars are willing to do a parade with their cars. Jenny mentioned a concern expressed in the past about idling cars that Heidi confirmed. The Committee discussed the effect of regulations regarding COVID that might change things as to what the Committee can do, including discussions regarding monitoring attendee access, mask requirement and other requirements.

Brainstorm ideas:

- Parade with cars instead of a car show. They can be interspersed with floats.
- Extend the parade into more neighborhoods.
- The Committee discussed the potential of having some kind of scavenger hunt.
- Consider alternate route: Start at City Hall instead of Tradewinds.
- Have cars on various sites and spread them out, like several mini car shows so that people can go and view them.
- Cars would need register ahead of time, at no charge. Cars can be registered just for the show, just the parade or both.
- Candy and/or other things passed out during the parade.
- Musicians and artists at Henry's Food Court which might work if the parade ended at Tradewinds then people could move over to the food court.
- Some sort of competition among neighborhoods along parade route to see who can come up with the most patriotic display. This suggestion lead to a lengthy discussion regarding the use of "patriot day" for 9/11 for the City event. There was specific

reference that the term patriot was a current political hot button and wondered if something broader could be used and not make the event just about 9/11. Jenny noted the idea was that the theme is red, white, and blue and the event didn't need a name, that it could just be a parade.

- Scott brought up a recommendation like some kind of idea where people get a card and get stamp or something and if, for example, someone under 12 gets a full card, they get some kind of prize.

2) Michael Anne brought up doing the 5K/10K Run. Some suggestions:

- Heats of 25 runners.
- Only stay to one run not two this year as it would be easier to manage.
- Can we get sponsor?
- The Eclectic Edge is already paid in full.
- Would want to do medals/shirts; awards – it could get the whole committee involved and support the run. Could feature the winners on a float for the parade.

There was discussion about the differences between having a Community Fun Run verses a formal run such as there wouldn't be a timer. Ideas to sign up on an alternate website and no fees for the entry in the run. Participants could sign up for a time slot. Scott said he supported the idea of a fun run, noting doing this would likely be lower cost.

### **Other Discussions**

The current balance in the Millersburg Celebration account is \$7,000. Scott could ask the Council for additional funds.

There was a lot of discussion regarding doing something in front of City Hall with memorial to include images of 9/11, Covid-19, health care workers, firefighters, police officers, essential workers, families, truck drivers, etc. There were suggestions regarding types of ways to light up City Hall such as banners or flags with lights. Scott can connect with the City Council to hear what their thoughts are on doing a memorial at City Hall.

Jenny brought up a request of City Hall for the Park shelter the day before the September event and asked the Committee about whether or not the Committee wants to release the hold on the Friday; however, the Committee decided to keep that Friday as per normal process.

### **Tasks:**

- Jenny to do a registration flyer for the event so that Heidi could start sending it out to see what kind of response she'll receive.
- Heidi is going to work on seeing how many people she can get.
- Jenny asked the team to brainstorm on how to create activities while observing any social distancing regulations due to COVID to keep promoting the sense of community.

### Potential Schedule:

9:00 - Run

12:00 - Car Show

2:00 – Parade

Music at Henry's Food Cart after the parade?

### **Adjournment:**

Committee adjourned at 7:23 p.m.

**Upcoming Meetings:**

April 8, 2021 – 6:00 p.m. (virtual)

DRAFT

## Millersburg Events Planning Committee Meeting

April 8, 2021

6:00 p.m.

**VIRTUAL MEETING** – Millersburg, Oregon



Attendees: (name strike out were absent from the meeting)

Jenny Wolfenbarger, Chair

Connie Lepin

Mike Wertz

Heidi Swirbul

Carlye Schrader

Abby Johnson

~~Lorri Headrick~~

~~Tina Ferguson~~

Scott Cowan, City Council Liaison

Kim Wollenburg, City Liaison

Subcommittee member participants:

None at this meeting

Meeting called to order by Chair Wolfenbarger at 6:00 p.m.

### Minutes:

None

### Old Business:

- 1) Jenny briefly spoke about Michael Anne's resignation from the Committee. Connie asked if she was going to be replaced as the recorder for the meeting and wondered if someone else wanted to handle that job. No one volunteered. Kim will act as recorder for the meetings.
- 2) Jenny brought up the items to discuss:
  - a. Scavenger hunt. Jenny will do some research on city scavenger hunts and mentioned the Shamrock Run did a scavenger hunt and return with information to the Committee at the May meeting. Connie asked about where the scavenger hunts falls within the day. Jenny will check to see how others ended the hunt. The Committee discussed various options like turning in their submission at 4:00 p.m. before the parade starts. Abby asked about whether the hunt would be only for one day or several days to find things throughout Millersburg. Connie suggested picking up information for the hunt when the run packets are picked up. The Committee will discuss more about prizes, what groups and what the prizes will be.
  - b. Memorial for City Hall. The Committee initially discussed what came out of previous meeting. They next discussed what the City could do to put out front of City Hall in honor of 9/11. The Committee decided to let the City Council decide if they wanted to do something for 9/11 or direct the Committee to.
  - c. Car show. Heidi asked about the capacity to have 300 people outside and asked what size the covers. Recommending cars in the park like before, then cars in the field, and finally cars in the overflow parking. The Committee discussed whether that would be considered two separate areas under the COVID rules. They discussed food trucks, music, and how many cars could be in each area. Carlye spoke about someone with a coffee truck who now lives out here and reached out to Carlye to get involved. The woman is having a coffee cart made and wants to be a part of the Celebration in some way. Heidi mentioned the food carts need to be self-contained—the City won't provide electric.

There was discussion regarding how many cars would participate in the parade after being in the car show all day. Heidi noted that many would unlikely stay to enter the parade.

The Committee discussed that if there are multiple car shows whether there should be a parade. The majority of the Committee wants to still do the parade. The Committee discussed doing the car show from noon to 4 and parade at 4:30. They also discussed that the car show would expect awards so Heidi will determine what to do about that.

- d. Run. Jenny noted that it appeared as if nothing had been determined and refreshed the Committee's memory regarding the discussion. She noted that Eclectic Edge had been paid for and the Committee discussed doing the 5k. Heidi volunteered to handle the 5k and will contact Michael Ann to get the information. Heidi discussed the options for a kids Fun Run.

There was lengthy discussion regarding whether or not awards would be given: T-shirts provided, medals and other items. Mike believes that we would still need to determine winners and provide T-shirts and other items even if there is no charge. Mike questioned as to why we would not charge for the run. Abby said she would help Heidi with the run and suggested that maybe runners could dress up in costumes and such. Heidi is suggesting a 5k and kids run, a short fun one.

There was some discussion regarding cowbells and maybe making them available for sale. Jenny recommends they be handed out for free. Mike questioned whether we want to risk upset residents with the noise of cowbells. The Committee decided to make the cowbells available early for those who would want them to cheer on the runners.

Jenny summarized the agreement by the Committee to do the 5k and incorporate some kind of kids' fun run.

- e. Parade. The Committee discussed having a float for the Committee and the logistics about that given that the same kind of equipment used during the Celebration of Lights is no longer available. Carlye wondered if the float could be stored on the Tradewinds site. They also discussed the timing for the decorations.

Mike noted that red, white, and blue is traditionally associated with Fourth of July and wondered if we would want to still use those colors as a theme. Abby suggested a camping or barbecuing type thing since we are inviting people to come outside. Heidi said if we just used the theme as honoring heroes then the specific colors could be left out of it, and people would decorate as they saw fit. The Committee agreed to Honoring Heroes as the parade's theme.

The parade route was discussed to allow the parade to extend into Morningstar Subdivision and the need for a permit to use Old Salem Road.

#### **Tasks:**

- Heidi will research runs around the area and see what they are charge.
- Jenny will reach out to Eclectic Edge and get that started.
- Jenny will research scavenger hunts run by cities or groups.
- Carlye will speak to the woman about her coffee cart.
- Heidi will speak to the gentleman who provides music at one of her events playing at ours.

- Jenny will talk to Kevin about what the restriction to outside space and the number of people who can attend and what an outside area means.
- Jenny will discuss the parade route to go into Lauren from Tradewinds then right on Elena then come down Mary Kay with Janelle and about getting a permit to be on Old Salem Road.

**New Business:**

- 1) Define specific needs for event and assign to members. Jenny noted that she believes this has been addressed given the earlier discussion and assignments.
- 2) Advertising & marketing thoughts. Jenny asked if the Committee had any specific thoughts and noted she is planning on doing what we did with the Celebration of Lights parade to keep it local and advertise within the City and through City social media like Nextdoor and Facebook. Heidi noted the car show would have to be opened as most of them don't live in the City. Jenny said the idea was not to bring in a bunch of people who would be parking along streets and affecting social distancing. The Committee agreed with her proposal.

Carlye asked if anything need to be brought up to the Council at their next meeting. Jenny suggested waiting for another meeting to give them more of an update as to what the Committee is planning. Connie said we do need guidance regarding numbers from the car show and whether the properties are considered different venues. Jenny noted she asked Kevin about contact tracing and he replied that trying to limit to 300 would be problematic.

**Adjournment:**

Committee adjourned at 7:36 p.m.

**Upcoming Meetings:**

May 13, 2021 – 6:00 p.m. (virtual)