

JUNE 3, 2024 @ 5:30 pm

**A. CALL TO ORDER**

Liz Hernandez called the meeting to order at 5:30 PM.

**B. ROLL**

**Council & Staff:** Councilor Mark Raum

**Members Present:** Liz Hernandez, Ann Hilman, Dick Perdue, Kim Perdue, Michele Hickam, Tyler Hedrick, Wendy Joy and Robert P Richardson, Jr.

**Members Excused:** Denise Emery, Chelsea Hedrick

**C. APPROVAL OF MAY 21, 2024, MINUTES**

**Motion to approve May 21, 2024, minutes as provided was made by Dick Perdue and seconded by Tyler Hedrick. Motion passed 8/0**

**D. BUDGET REPORT (Ann & Liz)**

- a. Update: Balance approximately \$19,000 (recent renewal of Wix (Celebration Site)). Still to pay \$6250 balance due for drone show.
- b. Expense/forecasting for current fiscal year
  - i. **Motion made by Ann Hillman to purchase a commercial grade megaphone (up to \$500) for this month's drone show and future events. Seconded by Liz Hernandez; Motion passed 8/0**
  - ii. **Motion made by Dick Perdue to purchase a Bluetooth/wireless speaker set with stand (up to \$1000) for this month's drone show and future events. Seconded by Tyler Hedrick. Motion passed 8/0**
- c. Discussion: Can we purchase items in this fiscal year (now) for events that occur in the next fiscal year (such as Sept 2024 Millersburg Celebration). Dick will reach out to Kevin and confirm for the committee.

Mark arrived 5:35

- d. Message from Mayor Scott Cowan – Liz shared. Our council and budget committee continues to praise the events committee and all that you do.

**E. FARMERS MARKET UPDATE – Chelsea and Tyler Hedrick**

- a. Inclement weather – the plan is to use social media to announce any changes due to inclement weather. Wednesday market will be cancelled when the temperature is forecasted to reach 100 degrees or higher.
- b. Plans to put up flyers in downtown Albany businesses, coffee shops/bars and Millersburg businesses.
- c. 5<sup>th</sup> Wednesday of July: The 1<sup>st</sup> – 4<sup>th</sup> Wednesdays have a theme. The 5<sup>th</sup> Wednesday in July – asking for committee ideas/recommendations. The committee likes the idea of bringing the trolley here for rides around the neighborhoods. Dick will talk to the Albany Downtown Association to see if that can be arranged.

**F. DRONE LIGHT SHOW (JUNE 29 9:45 PM) – Ann Hillman**

- a. Facebook Event on the City Facebook page has been updated to have the Millersburg Celebration FB as a “Co-Host”, so we are gaining traction/interest. Flyers went out in the Water bill (paper and electronic). Chelsea has offered to give the Drone show flyers when she

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does the Farmers Market (in Millersburg businesses only). Ann will have one at the Farmers Market (Info booth) in a plastic stand. City Events website has the information as well (map of the park, launch and viewing) along with the flyer. We will post the flyer 6/14 (two weeks prior to the event) to get more traction.

- b. Ann inquired as to who may be attending in case assistance is needed day of – all members (except Hedricks) and Mark stated they will be attending.
- c. Park logistics with Randy (will bullet and send email to Sheena and Kevin with the details) covering barriers, lighting, sprinklers, bathroom and parking gate schedule modifications necessary.
- d. Ann to notify local (County, City) authorities and OSP of “planned” flying objects (no cause for alarm)
- e. Mark recommended Matt could potentially live stream it on the City’s Facebook Event. Ann will inquire.

**G. 2024 MILLERSBURG CELEBRATION (9/7/24 1PM-10PM)**

- a. Signs – Wendy
  - i. Vinyl banners that belong in the vertical sign holders must be replaced
  - ii. Wendy has some signs she took home from the garage to see if they will be presentable to use (she was not able to bring them tonight). She will send the pictures of those she has to the committee.
  - iii. Dick will schedule the ‘work party’ and gain access to the garage in the next couple of weeks so we can determine if the signs that remain should be discarded or not.
- b. Misc Items
  - i. Republic Services (Tyler)
    - 1. They plan to give us \$1000 cash and \$1000 in services (i.e. dumpsters, liners, dump fees, recycling bins) – waiting for formal approval.
  - ii. Volunteer Coordinator (Kim)
    - 1. Bringing sign-up sheet to Farmers Market – once they provide contact information – if they are selected, then, they will need to complete the volunteer form that was on the “Celebration” website (its been temporarily hidden as Sheena needs the current city attorney to review the language). This is NOT the background check that is REQUIRED for any of the Kids Zone volunteers
  - iii. Business / Vendors & Donations (Dick)
    - 1. Donation Requests
      - a. No response from ATI yet.
      - b. Many businesses are inquiring on what we will offer for sponsorship. We will recognize somewhere at the celebration.
  - iv. Advertising
    - 1. Liz presented pricing for “Mom Magazine” (lowest price \$315 (1/4 page and then goes up in price).
      - a. **Motion made by Kim Perdue that we do not advertise in the Mom Magazine. Seconded by Liz Hernandez, Motioned passed: 8/0**
  - v. Celebration Shirts – Back of shirt specify role – Committee, Volunteer, City Staff, Council
    - 1. Blue volunteer shirts – we currently have 15 from prior celebration. Committee discussed purchasing more of the same shirts for Volunteers. Exception cheer & dance volunteers (parking) will likely use their uniform/gear.

2. Committee shirts (neon green) – to purchase 10 shirts will be less than \$200 based on pricing from Xtreme GrafX
3. City Staff/Council (different neon color)
4. **Motion by Liz Hernandez to purchase Committee and City Staff/Council shirts, Kim Purdue seconded, Motion Passed 8/0**

c. Events

- i. **Bingo (2PM-6PM) – Michele Hickam**
  1. Start at 2:00 PM have a new session start every 30 minutes, last session start at 5:30
  2. Likely 25-36 people per sessions (will count tables and determine size)
  3. Need 40 prizes
  4. Gift Cards (some \$25, some \$10)
  5. Estimated budget: \$1200 (Order paper bingo cards (200 bingo cards per session will cost about \$40, pack of markers \$15, whiteboard – to write number called if needed).
  6. **Motion by Dick Perdue to approve \$1200 budget for Bingo (supplies and prizes), Seconded by Tyler. Motion Passed 8/0.**
- ii. **“Show and Shine” Car Show (1PM-5PM) – Dick Perdue:**
  1. Registration process - getting forms cleaned up and will distribute (Sheena online)
  2. Number of Cars – 200 max registrations
  3. Hats – giveaways (if registered by Aug 16)
  4. Charity donation will be to Doernbecher (Dick to reach out – can we use their logo on materials/registration to promote?)
- iii. **Kid Zone (1PM-6PM) – Kim Perdue - tabled for next month**
- iv. **Music (1PM-7PM) – Wendy Joy – tabled for next month**
- v. **Food Trucks (1PM-7PM) – Tyler/Chelsea Hedrick. – tabled for next month**
- vi. **Movie (8P-9:45P) – Liz – tabled for next month**

H. Discussion

- a. **Beer Garden at the Celebration** – Ann inquired what happened to this topic, it was mentioned months ago but nothing since. Tyler shared that the city requires that a beer garden be associated with an event/activity. That activity would then be fenced off specifically for 21/older. Need to determine if we want to add another event (with our small team). There are two companies that the city would be comfortable with (Oregon Beverage Company and Bigfoot Beverage Company). Tyler will start by inquiring if either of the companies are available for our event that day.

I. NEXT MEETING DATE

- a. Next Meeting: **July 15 5:30 – 7:30 PM Monday**
  - i. Sheena to add to City calendar and reader board.

J. ADJOURNMENT

Liz adjourned the meeting at 6:25 PM

Respectfully submitted:

Reviewed by:

Ann Hillman

Ann Hillman

Liz Hernandez

Liz Hernandez