



#### **Rules of Conduct for Public Hearings**

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

## **CITY OF MILLERSBURG EVENT PLANNING COMMITTEE**

Millersburg City Hall  
4222 NE Old Salem Road  
Albany OR 97321  
April 4, 2019 @ 6:00 p.m.

### **Agenda**

- A. CALL TO ORDER
- B. ROLL CALL
- C. CONSENT AGENDA
  - 1) Approval of March , 2019 Event Committee Meeting Minutes
- D. NEW BUSINESS
  - 1) Application Process for New Members
  - 2) Attendance Requirements Discussion
- E. UPDATES
  - 1) Advertising
  - 2) Logistics
  - 3) Sponsorship
  - 4) Power
  - 5) Car Show
  - 6) Stage Entertainment
  - 7) Apparel
  - 8) Kids Fun Zone
  - 9) Food Trucks & Vendors
  - 10) Business Expo
  - 11) Beer Garden
  - 12) Run
  - 13) Parking
  - 14) Meeting Dates
- F. CLOSING COMMENTS
- G. ADJOURNMENT

*The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 541-928-4523.*

## Millersburg Celebration Committee Meeting

### Minutes from March 7, 2019 Meeting

6:00 p.m. to 8:10 p.m.

City Hall Conference Room – Millersburg, Oregon



#### Attendees:

Jenny Wolfenbarger, Chair  
Carlye Schrader  
Connie Lepin  
Wendy Major

Kelly Cole  
Eric Park  
Mike Wertz

Heidi Swirbul  
Michael Ann McIlvenny, Recorder.  
Kyle Mitchell

Jim Lepin, City Council liaison  
Don Miller, City Council liaison  
Kim Wollenburg, City representative

#### Absent:

Mike Swirbul

The committee has been formalized by the City Council as an official committee for City business. It will be a 12-member committee. The current members of the committee have been appointed by the City Council. Committee members were given the guidelines for which we now have to operate under. These meetings will be posted as public meetings and citizens who are not on the committee are welcome to attend. Committee member names will be published as part of the public record. The committee does not need to take public testimony. Minutes need to be taken at each meeting and kept as a public record along with the agenda for each meeting. All committee members are to save their notes on file for five years. If a committee member elects not to participate they will need to submit their notes to the City Recorder for archiving.

Mike Wertz nominated Michael Ann McIlvenny as the recorder, seconded by Jim. The committee unanimously approved the nomination.

#### **Consent Agenda:**

Mike motioned to approve the February 2019 minutes as presented, Eric second – approved unanimously by the committee.

Discussion regarding whether or not the January 2019 minutes needed to be approved. We will review this at the April meeting after getting guidance from the City.

#### **New Business:**

- 1) Festival of the Year Award** - The Millersburg Celebration received an award for the Small Festival of the Year with the Oregon Festivals and Events Association – budget under \$150,000.
- 2) Photo Thank-You Book** - Thank you gifts for the sponsors was a picture book with the pictures from the celebration. There is overwhelming feedback that the sponsors love this book.

Jenny has requested that the City create a way to display the book and awards that we receive so that they can be seen by the public.

## **Updates/Unfinished Business:**

### **Entertainment:**

For the main stage and talent, the goal is to have artists in the genres of country, 70s, 60s, 80s and current.

Committee decided to stay with the same size stage as last year.

The Beatles tribute band is agreeing to play for the celebration at the cost of \$5,000. English Rain: They would be the main feature of the celebration at the 7:00 p.m. slot OR Jackson Michelson is being pursued as a possible entertainer. Kyle is waiting for the cost of his participating in the celebration before deciding which will be the headlining entertainer.

Happy Pill – could play at the 5:00 p.m. slot – they have saved the date for us at \$3,000 as the cost. (80s to modern cover band.)

Need to finalize the schedule to start promoting the event as soon as possible.

### **Budget Discussion:**

Jenny provided a copy of this year's budget. Jim needs to have an amount from our committee so that City can put a request in the budget. Jenny will add more to the entertainment budget. More will be brought to the committee in April.

### **Tradewinds Company Picnic Discussion:**

\$2,500 Premiere Sponsor – banners on their property, 100 employees will attend their recognition. They will be getting food vouchers from the food trucks for their employees. Tradewinds is very excited about being involved in the celebration. They will be participating in the Business Expo.

### **Sponsorship Update:**

As of 3/5/2019 - \$17,500

Don – everyone is very impressed with the photo book gift. He and Jim have been handing them out as they approached the businesses for sponsorship. Winning the trophy has been helpful in recruiting sponsors. They have been very impressed with our winning the award.

Don and Jim will go back to businesses that had not been sponsors last year and approach them again.

All previous sponsors have been given the form to be a sponsor again this year. All sponsors from last year for title/events were approached first and had the right to be the sponsor again at the revised fees and had the first right to refuse. Amy Price will be the main sponsor, SWS agreed to sponsor the run, PPL to sponsor the hospitality tent, ATI sponsoring the Kids Fun Zone. NW Natural - Major level, Albany Chamber of Commerce - Drink Cups, Country Financial - Premiere level and Tote Bags.

Heidi approached Lassen as the sponsor for the Classic Car Show. They will be bringing two cars to the event as part of their sponsorship. Lassen was willing to do \$250.00. The committee discussed this offer on whether to accept as the title sponsor of the car show. Heidi asked if there could be more than one sponsor. If they want to be THE exclusive title sponsor for this

event then they will need to be at least \$1,500 as a major sponsor. More discussion about the car show in a separate report later in the agenda.

**Power Update:**

No update at this meeting. Kim will follow up with contacting Bobby at EC electric.

**Run:**

Millersburg Celebration – Run Subcommittee Notes

2/15/2019

Attendees:

Michael Ann McIlvenny  
Heidi Swirbul  
Eric Park

Our goal is to have 150 participants this year. Charity to be selected by the sponsor. Dave Harms, title sponsor, is interested in a unique and not highly visible charity. Looking into what Linn County Sheriff's Department has in the way of police dogs seems to be of interest for Dave.

5K Run/Walk – Race start time: 10:00 a.m.

- Keep the route with a few tweaks, better signage, marked on the road with paint (color different than 1/2 Marathon) and trained volunteers
- Price \$25.00 with \$5.00 going to the charity (includes race packet and medal) - \$35.00 if the runner wants a t-shirt (this will be an option for runners to select.)
- Registration closes on September 13<sup>th</sup> at noon.
- Packet pick up starts at 4:00 p.m. on the 13<sup>th</sup>. Same day race entry the registration goes up to \$45.00.\*
- No refunds
- \*Consider the pricing to be \$30.00 after September 1<sup>st</sup> and \$35.00 on September 13<sup>th</sup> to the race.

Half Marathon – Race start time 9:00 a.m.

- New route, keep off Old Salem Road – no need to apply for a County permit. Well marked with paint (different from 5K) on the road and trained volunteers.
- Price \$45.00 with \$5.00 going to the charity (includes race packet and medal) - \$55.00 if the runner wants a t-shirt (this will be an option for runners to select.)
- On September 1<sup>st</sup>, race goes to \$55.00\* with \$5.00 going to the charity; no t-shirt option.
- Registration closes on September 13<sup>th</sup> at noon.
- Packet pick up starts at 4:00 p.m. on the 13<sup>th</sup>, same day race entry the registration goes up to \$65.00.\*
- No refunds
- \*Consider the pricing to be \$50.00 after September 1<sup>st</sup> and \$60.00 on September 13<sup>th</sup> to the race.

Awards:

- 11:30 a.m. to 11:45 a.m. at the Start/Finish Line – sponsor will help with handing out awards.
- Medals for all runners at the end of the race handed out by the sponsor, Mayor and City Manager.

- Ask for stage time at 5:00 p.m. to acknowledge participants on the main stage and have the sponsor present the check (big check – if we can get one.)
- Need to develop awards brackets and figure out what awards to give.
- Medals will be generic so they can be used from year to year; the ribbon will be different, possibly include the sponsor name and the year.

#### Things left to finish/Questions:

- Finalize the 1/2 Marathon Route – Eric will need to run it; Michael Ann needs to drive it.
- Get the registration opened by March 16<sup>th</sup> if possible – need committee's approval for the events. Charity may not be selected at that time; we can put TBA on it and send out an email to those who register once it is selected.
- Given the start times, how will this impact Tradewinds and using the covered area?
- Shirts – need to coordinate with Connie to see if we ask the vendor from Newport to do the pre-orders or do we go with Extreme Graphics?
- Food/Water at the finish line
- Sponsor Photo Backdrop
- Volunteers – need to recruit and develop training program
- Linn County Sheriff support – check with Jim
- Packet Pick Up – location at Park Shelter covered area on Friday; location at a table near the race truck on Saturday morning
- Will there be a morning stretch like last year? Received feedback that runners/walkers who participated enjoyed it.
- Charity to donate to?

#### Additional thoughts and discussions from committee:

- The committee agreed that the entry fees will be as follows: 5K \$25.00 up to 8/31/19; on 9/1/19 – 9/13/19 at noon the fee is increased to \$30.00; Packet pick up at 4:00 p.m. on 9/13/19 and same day entry fee will increase to \$35.00 – all entries include \$5.00 to the charity. 1/2 Marathon \$45.00 up to 8/31/19; on 9/1/19 – 9/13/19 at noon the fee is increased to \$50.00; packet pick up at 4:00 p.m. on 9/13/19 and same day entry fee will increase to \$55.00 – all entries include \$5.00 to the charity. T-shirts will be offered at an additional price of \$10.00 and will be an option for participants to purchase. Pre-made shirts will not be offered after 8/31/19. See the notes from Apparel about additional options.
- Water stations on the 1/2 Marathon Route need to be determined
- Water at the end of the run
- Sam Fit is interested in doing the morning stretch
- Parking impact – Mike will take this into consideration in planning

Committee approved moving from a 10K to 1/2 Marathon.

Michael Ann made the motion, Connie seconded it – committee approved it unanimously

#### Car Show:

Heidi is working on updating the advertising and the logo. Discussion regarding the location of the car show in the park/event. The cars will be displayed at the south end of the park.

She has received the first registration for entry into the event. Heidi is working on getting the word out through the car show network. Jenny will be adding it to the website. Heidi will be adding it to the car show event. \$20.00 fee per car, includes one t-shirt per car and Honor Flight will be the charity that benefits from the car show. The amount for the charity is yet to be

determined. Trophies will be given for Mayor's Choice, Committee Choice, Honor Flight and Viewers Choice.

Discussion if the Honor Flight can collect donations at the car show event at their booth. A recommendation to the committee will be brought forward at the April meeting. Awards will be presented in the field at 3:00 p.m. Then a formal announcement of the awards on stage at 4:00 p.m. and/or add on 5:00 p.m. with the run awards. Will pursue the Lassen sponsorship further.

### **Apparel:**

Connie reported the celebration gets a percentage of the sales for the apparel from Events by Idea. People who attend the event can customize their own shirt, sweat shirt, sweat pants, etc. Connie and Jenny will work with the vendor to customize the screen prints and clothing items. They need power for their booth.

We can do pre-printed or a voucher be given to run and car show participants. Pre-printed are white cotton shirts for \$8.00 or a \$10.00 voucher. We can pay for a better t-shirt for the pre-printed at a higher cost. Extreme Graphics could be an option for pre-printed shirts.

The committee agreed to do pre-printed shirts for the run and the car show prior to the event. Which vendor will be selected once additional information is gathered by Connie.

City Hall has agreed to sell last year's shirts. The committee discussed a reasonable price. The price will be \$5.00: Connie made a motion, Mike seconded – motioned pass unanimously.

Volunteer Shirts will be used again this year.

Event staff will get new shirts this year.

### **Kids Fun Zone:**

Carlye is still working on the bungee jumping option for the Kids Fun Zone. Wants to change the magician to a Fun Lady (kids entertainer – singing and interacting with students), would like to have a small stage. It would be scheduled for event times. Kids could sit on the hay bales. The stage might be able to be used for run awards and for the car show awards.

Don is offering another event at the Kids Fun Zone – Gold Panning; it will be no cost to the celebration. He will bring back more information at the next meeting.

### **Closing Comments:**

Kelly brought up her contact with Cheezy Burgers as a possible food vendor. She has been in contact with them and they aren't sure they can participate given other commitments on the same weekend.

Jenny shared that we have seven food vendors who have committed to the celebration: Oregon BBQ Company, Wood Fired Pizza, Gnomenuits, Taco Machin, SweetBay Shave Ice, N'Reeners, Kento Hibachi On Wheels. Mike is securing Hawaiian Grindz.

### **Adjournment:**

Committee adjourned at 8:10 p.m.

**Upcoming Meetings:**

Next Meeting on Thursday, April 4<sup>th</sup> at 6:00 p.m.

Respectfully Submitted

Reviewed/Approved

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Michael Ann McIlvenny,  
Committee Recorder

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Jenny Wolfenbarger, Chair

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