



***Festival Advisory Board - Regular Meeting Agenda
Monday, October 23, 2017 - 6:00
Keizer City Hall***

- 1. Call to Order**
- 2. Approval of Minutes**
- 3. Appearance of Interested Citizens**
- 4. New/Old Business**
 - *2017 Total Eclipse – Debriefing*
 - *Holiday Event Planning*
 - *Determine Frequency of Meetings*
- 5. Chamber Report**
- 6. Other Business**
- 7. Adjourn**

Next meeting: January 22, 2018

Americans with Disabilities Act (ADA) Notice

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible; if you require any service that furthers inclusivity to participate, please contact the Office of the City Recorder at least 48 hours prior to the meeting by email at davist@keizer.org or phone at 503-390-3700 or 503-856-3412.



**Festivals Advisory Board
Meeting Minutes
Monday, July 24, 2017 at 6:30 p.m.
Keizer Civic Center**

CALL TO ORDER ~ Chair Marlene Parsons called the meeting to order at 6:30 p.m.

Present:

Marlene Parsons, Councilor, Chair
Sherrie Gottfried
Laura Reid, Councilor
Donna Bradley, Parks Board
Jeremy Turner, Citizen at Large

Absent:

Bob Shackelford, Citizen at Large, Vice
Chair

Rob Miller, Chamber Representative

Staff Attending:

Debbie Lockhart, Deputy City Recorder

APPROVAL OF MINUTES: Members noted a correction in the Minutes but when staff double checked the audio, the Minutes were correct so the change was not made. *(From the Minutes: Board agreed by consensus to have 2 food carts in addition to Clint's facility.* Laura Reid moved for approval of the June 2017 Minutes as corrected. Donna Bradley seconded. Motion passed as follows: Parsons, Shackelford, Miller, and Reid in favor with Turner and Bradley abstaining and Gottfried absent.

APPEARANCE OF INTERESTED CITIZENS - None

NEW/OLD BUSINESS

2017 Total Eclipse:

- Insurance: Certificate received.
- Volleyball: Hans Schneider will provide equipment for pickup games but he will be out of town for the weekend.
- Trash & Facilities:
 - a. Grounds: David Loudon will mow and paint lines and numbers. Rob Miller is securing the signs.
 - b. Trash: Matt Lawyer has not found a place to secure the recycle bins. Six large dumpsters have been secured. They should be delivered on Wednesday or Thursday. The dumping fee (est. \$300) will have to be paid when they are collected. David Loudon may be working with scouts to recycle recyclable materials. McNary Band will collect cans and bottles.
 - c. Gray Water: Clint Holland has arranged for 1 or 2 gray water receptacles and 2 washing stations.

- d. Portable Toilets: Clint Holland will have 4 in the concert area and has arranged for 6 or 8 scattered throughout the area. There are always 2 at the Big Toy
- Parking: Considering using the back road for parallel parking. Waiting for St. Edward's to return call regarding using their lot.
 - Safety & First Aid: CERT
 - Disc Golf: No tournament planned. David Loudon looking for equipment that people can check out.
 - Concerts: Concerts are planned. The concert during the eclipse may need to have lights. The cost has not been published.
 - BMX Race: Not taking place.
 - Bike Ride: Hersch Sangster is organizing. The route is posted on the Eclipse website.
 - Police: Copeland has this under control. Traffic will be detoured to Windsor and then to Lockhaven to avoid congestion at River Road.
 - Sponsorships: Bob Shackelford has 12 confirmed banners for the fence. Some sponsors have indicated they want to put coupons in the swag bags.
 - Camp Host: Marlene Parsons and CERT.
 - PA System: Marlene Parsons has secured a portable one. She will keep it in her trailer. It can be used for announcements.
 - Food Pod Trucks: Clint Holland will serve from his current facility. One other food cart is secured along with a Hawaiian Ice trailer.
 - Quads: Three secured. May get two golf carts as well.
 - Signs: Bob Shackelford is working on the signs. He will meet with David Loudon and Allen Barker to make sure they are right. Marlene Parsons will get directional event signs for outside the park.
 - Swag Bags: Donna Bradley has Points of Interest maps and two boxes of coupons. Marlene will be getting some from Mommy and Maddie's and JC's. A copy of Keizertimes with directional maps of the city will go in each bag. Two pair of eclipse viewing glasses and information about recycling in Oregon will also go in the bags.
 - Shuttle Service: Laura Reid has a volunteer who is willing to drive through the park and shuttle people to River Road or to the St. Edwards parking lot if that is being used.
 - People should be prepared for a 10 degree drop in temperature during the eclipse.
 - Eclipse Education: Kim Freeman working with Scott Klug. Information about this should be given to Jeremy Turner to post on the website.

- Merchandise for sale:
 - a. **Water:** 60 cases secured. Want 40 more.
 - b. **Tee-Shirts:** Stored at Marlene's house. Some have been sold. Donna Bradley to contact Chris Lawyer to post the sale of tee-shirts and eclipse glasses.
 - c. **Eclipse Glasses**
- Volunteers
 - a. Grounds Duties: Not many signed up yet. Laura Reid will solicit volunteers at the KNOW luncheon and MAK. Marlene suggested that it be posted on Facebook pages. Allen Barker needs some JROTC volunteers for grounds layout.
 - b. Check-in Booth: Location has been determined. Hope to borrow a booth from Bob Shackelford.
 - c. CERT providing vests. Will ask to use City vests as backup if more are needed.
 - d. Boys & Girls Club wants to set up a clean-up party with their volunteers.

Email will go out to campers with reservations 10 days before arrival reiterating State Park Rules, there is no lifeguard, canoes, bikes, etc. are welcome, etc. Reservations are at 115-120 now. Board agreed to stop taking on-line reservations when the number reaches 150.

ADJOURNMENT: Meeting adjourned at 6:54 p.m.

Next Meeting: October 23, 2017

Minutes approved: _____

City of Keizer December Events Meeting
Information Sheet

Event Name: _____

Event Date: _____

Event Time: _____

Event Location: _____

Contact Person: _____

Website and/or email address for information: _____

Additional Event Details:

2017 Date	Event
	Chamber of Commerce Turkey Dash run/walk – starting at Lowe’s
	Black Friday Heritage Center
	MDA Fill the Boot – Keizer Fire District @ Keizer Station
	MDA Fill the Boot – Marion County Fire District @ Lancaster & Center
	Greater Gubser Neighborhood Association Miracle of Christmas Lighting Display
	Santa arrives via helicopter at Volcano Stadium
	Forest Ridge Elementary Choir performance at the Capitol rotunda
	Whiteaker Middle School Orchestra Concert
	Chamber of Commerce Tree Lighting Ceremony River Road/Cherry Avenue
	Whiteaker Middle School Choir Holiday Concert
	Keizer Chamber of Commerce Food sorting night for Giving Basket Program – Old Moles (3800 River Road)
	Church of Christ Christmas Carols @ the Carousel – Riverfront Park
	Whiteaker Middle School Band Concert
	McNary High School Orchestra Concert, Ken Collins Theater
	Gubser Elementary Choir performance at the Capitol rotunda
	Chamber/Rotary Holiday Luncheon
	Giving basket toy wrapping – Old Moles (3800 River Road)
	Clear Lake Elementary Choir Performance
	Cummings Elementary Winter Music Program Grade 4 & Choir
	Cuban Christmas @ Willamette Lutheran Home
	McNary High School Theater - Christmas Carol Radio Show
	Basket delivery
	Keizer Chamber Jingle Dash
	Holiday Lights Parade
	Keizer Fire District Santa Pancake Breakfast
	Cummings Elementary Choir performance at the Capitol rotunda
	Clearlake Elementary Choir performance at the Capitol rotunda
	McNary High School Holiday Choir Concert
	Keizer Community Band Concert, Keizer Community Center
	Toy Barrel pickup Forrest Ridge Elementary
	Black Friday Heritage Center
	McNary Band Winter Concert
	Claggett Creek Middle School Choir Concert
	Food barrel pickup Marion County Fire District
	Claggett Creek M.S. Choir performance at the Capitol rotunda
	Whiteaker Middle School Choir performance at the Capitol rotunda
	McNary High School Choir performance at the Capitol rotunda
	Keizer Fire District Santa and Candy Cane Day
	Marion County Fire District Food sorting @ Chemeketa Brooks Building 1 Arena & Delivery

	<u>Marion County Fire District</u> caroling and chili feed at Willamette Lutheran Home and Applewood Retirement
	The Village at Keizer Ridge Assisted Living – Holiday Social
	<u>Marion County Fire District</u> Candy Cane Day