



**Festivals Advisory Board
Meeting Minutes
Monday, June 26, 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
Bob Shackelford, Citizen at Large, Vice Chair
Laura Reid, Councilor
Rob Miller, Chamber Representative (left @ 6:45)
Donna Bradley, Parks Board
Jeremy Turner, Citizen at Large

Absent:

Sherrie Gottfried
One Vacancy

Staff Attending:

Debbie Lockhart, Deputy
City Recorder

APPROVAL OF MINUTES: Bob Shackelford moved for approval of the April 2017 Minutes. Laura Reid 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: Parks Foundation is working on this. Bauer's has said they cannot do anything in a city park but dialog is continuing to nail this down.
- Volleyball: Schneider will provide equipment for pickup games but he will be out of town this weekend.
- Trash & Facilities:
 - a. Grounds: David Loudon will mow and paint lines and numbers with volunteers from the National Guard.
 - b. Trash: Lauren's will provide equipment and haul away service. Tipping fee will need to be paid (est. \$300). Parks Foundation looking into this. Volunteers from McNary Band will do the recycling in the trash pickup. *Bob Shackelford will check with Garten to see if they will donate the cardboard disposable receptacles.*
 - 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. If he can use the gator for his crew, they can clean them more than once a day.
- Parking:
 - a. Lights: Clint Holland has arranged for 3 huge parking lot lights. One will be near the amphitheater parking and he will work with Rob Miller on where to put the other two.
 - b. Grounds: Alvarez has not returned Clint Holland's calls about parking. If he says yes, his property will accommodate 100-125 cars.
 - c. McNary Parking Lot: Laura Reid reported that McNary parking lot access will be blocked off with buses. They will not allow their lot to be used for this event.
 - d. Volunteer Parking Attendants: Clint Holland stressed the importance of these volunteers. Marlene Parsons indicated there would be plenty of people for this.
- Disc Golf: *David Loudon to contact Robert Jones*. There may be a problem having a tournament if Alvarez does not agree to allow parking on his property.
- Nature Walk: Marlene Parsons indicated that Dorothy Diehl is working on this.
- Concerts: Clint Holland has concerts arranged for Friday through Monday. He would like to leave the alcohol service open later than normal and will check with Bill Lawyer about insurance requirements if this is done.
- BMX Race: Lyndon Zaitz has not heard back from the BMX lady.
- Bike Ride: Hersch Sangster is organizing. He has not sent Jeremy a map to be posted on the website. The ride will start at Cummings Elementary School.
- Police: Clint Holland reported that Copeland is planning on being there with his Cadets. He urged that the Cadets be given a donation. Marlene Parsons added that the police will be doing occasional drive-thrus. There will be 25 CERT people on duty every day. They will be doing traffic control.
- Sponsorships: Bob Shackelford will be contacting possible sponsors now that Iris Festival is over. Cost will be \$100 to hang their banner on the dog park fence. Lyndon Zaitz offered his PVC pipes with blue/white flags to decorate the area.
- Camp Host: Marlene Parsons will be there in her trailer but one more host is needed.
- PA System: Marlene Parsons has secured a portable one.
- Square Readers for Merchandise Sales: Have been secured.
- Food Pod Trucks: Clint Holland will serve from his current facility. Board agreed by consensus to have 2 food carts in addition to Clint's facility. Bob Shackelford reported that El Patron is committed. He will secure one more and will also check on what the vendors paid at the Iris Festival.
- Tee-Shirts: 500 complete.

- Site Signs: Marlene Parsons reported that she has signs for inside the park. Perhaps Highway Fuel could be contacted for additional directional signage outside the park. *Rob Miller agreed to check with Highway Fuel.*
- Points of Interest Maps: Staff to print and give to Donna Bradley for camper swag bags.
- Eclipse Education: Scott Klug to provide.
- Volunteers
 - a. Grounds Duties: *Laura Reid to talk to Garcia and Ellis to recruit McNary ROTC.*
 - b. Check-in Booth: Will be attended by Kim Freeman and Laura Reid. *Laura Reid and Marlene Parsons will develop signup sheets for shifts and duties.*
 - c. Free Camp site: Volunteers will get a free campsite

ADJOURNMENT: Meeting adjourned at 7:07 p.m.

Next Meeting: July 24, 2017

Minutes approved: 7-24-17