

# MEETING AGENDA--DAYTON EVENTS COMMITTEE

Attendees: .

## I. CALL TO ORDER

## II. ROLL CALL

## III. APPROVAL OF MINUTES FROM LAST MEETING

## IV. CINCO DE MAYO

- a) Volunteers / Sign-up sheet
- b) Parade / Awards / photo's
- c) Vendors & Booths / Command tent
- C) BEER GARDEN
- d) Food
- e) Confirm Committee Member "Event Volunteer" job descriptions
- f) After Event Survey plans
- g) City's set-up participation

## V. ADJOURNMENT

Minutes submitted by: Rachel Williams

Minutes approved by: .



**Location:** Annex Building



**Date:** 04/30/2025



**Time:** 6:00 pm

**Present:** Beth Wytoski

Kim Lattig

Mike Billings

Emma Gentry

Colt Wilkins

Colton Bowers

Wendy Stec

Chris Teicgroew

Maria

**DATE:** Wednesday, March 26, 2025

**TIME:** 6:15-8:25PM

**PLACE:** DAYTON CITY COUNCIL CHAMBERS

408 FERRY STREET, DAYTON, OR 97114

**VIRTUAL:** <https://us06web.zoom.us/rec/share/jSooJnpyWj6B6paER-12uKnUMDSDdomb3sQVZb6aCPHkCMNiqfLpRKz5aWkHV-Z7.S6vdHtK15Is4xUc7>

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**A. Welcome and Agenda Review** – Clarified roles and entertainment, community budget and reports. Minutes approved. CEC Budget discussions then staff updates amendment.

**B. Cinco De Mayo – Staff Update on Entertainment & Run of Show – Clarify role of Community Events Committee v. Staff & other volunteers** – Reviewed and clarified prior minutes. St. Martin in charge of food vendors. Rocio knows if about insurance and vendors, City does an event and committee takes heat for issues, authority lies where responsibility lies. We need to know everything going into it for best success. Vendors need certificate of insurance, if church is only one doing vendors city will still need certificate, need to have someone verify these are received.

**C. Community Events Budget Discussion** – bumping deadline for Old Timers. Account inquiry, Chris reviewed numbers 3/25 \$4374.82 balance until check received from Mr. Billings \$3800 = \$8124 balance. \$3750 paid for 1<sup>st</sup> quarter payment of Fireworks. \$3750 due May. \$3800 received March 19<sup>th</sup> not added to budget. May be waiting to clear, should show as a pending transaction. Likely an entry error in budget. \$8124 balance only covers Cinco de Mayo. Waiting on FY Budget. Will have about \$10k for the rest of this year through Cinco de Mayo next year. We have a deficit, City Council may need to adopt a budget amendment total fund may be overspent by 20% because committee taking on Fireworks wasn't in prior years budget. Transition year issue. Following years will have typical events budget as well as Fireworks. \$4374 - \$3750 = working balance for Cinco issue. \$624 to use for this FY. Suggestion to put \$3750 on prepayment then city wouldn't expect until new FY. May float from State Revenue Sharing Fund. Beth discussed meeting with Jeremy within next week to discuss some of this. Figure out cost of event and then borrow funds and adopt an

amended budget. With new FY should have about \$10k added to budget plus fireworks fundraising. City spends \$25k on community events but gives \$10k.

Rocio not putting in efforts as this is a committee event. City team and schools do advertising, City has a flier now. May 2<sup>nd</sup> passing out fliers, posting on social medias for whole district, sports teams and parents doing floats, student transportation will do this year again. Can not take on other responsibilities or decisions. Have not received list from Rocio what we are in charge of and what city is in charge of. Reviewed Public Meeting Law, subcommittees can have outside discussion, this committee needs to give someone administrative authority to make decisions, trust and authorize sub committees. No contracts we are aware of yet. Rocio communicated with school to create flier, plan to advertise in April once a week and at Spring Celebration, received QR code for floats. 7 registered floats, need count of all registered.

What time of line up? Maria working online up. Typically went 30+ parade entries, currently focused on school groups but agreed to remain open to others for more community involvement. Parade order day of the parade. Many entries are cars, currently registered are cars with 3 big floats. Message Frank. Varsity coaches may not be aware yet, reach out saying we'd like each sport represented. Kim message Rocio for plan to advertise. Council running national night out.

DOJ NPOs working with NPOs. Similar issue with American Legion and VFW, can't use two non-profits, has to be under one umbrella. Question for City Attorney.

**D. Assigning Specific roles and responsibilities** – 1-7pm. Left up to school they confirmed 1-7pm. Surveys stated 12-5.

**E. Committee Reports** – assignments given last meeting, incomplete due to unknowns. Structure each event the same to know expected assignments for smooth execution.

**1. Fundraising (Mylee & Emma):** City funds, all fundraising only for Fireworks. Can have a booth at event staffing a table for donations. Emma will discuss with Mylee. City staff paid, committee all volunteer, suggestion to have the city represented at booth. Chair and Co chair put in the request with city manager to request attendance in time to request schedule changes. Also ask city council members or Mayor to attend for community to see city staff, volunteer at representation booth to also fundraise for city like DCDA does.

Created Canva documents, still waiting for most things. Last meeting no fundraising needs for Cinco de Mayo, no communication with Mylee yet. Check in with any pertinent info, 4<sup>th</sup> of July only fundraising right now. Not creating an illegal forum.

**2. Music/ Entertainment (Colt & Beth):** Didn't have a budget last time for Colt to work from. Woodburn School responded to Dave, they're already booked, need a year notice. Seeking an outside mariachi band. Chris has several interested mariachi groups including Trini. Spoke to Trini and will reach out to cost and availability. Chris got a hold of DJ he has 4<sup>th</sup> available, rate up from \$500 last year, now \$800. Has equipment. DJ does heritage appropriate music, need to know time commitment. Non-profit artists performing for donation including dancers. Colt and Beth workout schedule of performers. Last year \$500 negotiated by Trini but typically \$1000-1200 including DJ. Chris negotiate with Trini. Potentially offer other representatives of mariachis to do a free serenade booth with just one band member that can charge per song. Careful monetizing community events, already city funded with donations for future events, needs to stay accessible for families.

**3. Advertising (Kim)** - Kim saw Rocio made an ad. 4<sup>th</sup> of July recommended family shuttle add to map for families. Kim email map request and email Rocio ad schedule. Needs bumper sticker parameters. Football helmet and raffle items still being worked on.

**4. Vendors (Chris & Rachel)** - Shared google drive has events, bands, advertising, vendors tabs. All team to use and add info to spreadsheet. Rocio talking to church. A few folks doing food under insurance umbrella of church, Ricky, Juana's son. Church not only food vendor. Chris with verify with Rocio food vendors. Other vendors besides food. Chris has quotes on Balloon vendor. Would be a supplemental activity. Whoever doing administrative role, labor trafficking situation unloading vendors with stuff, watching for vendors we didn't set up. Must make unauthorized vendors leave. Kona Ice confirmed they'd participate. Maybe facepainting. Students want to do face painting and nail art to fund fieldtrips. Beth contact Marcella. Busses for transportation under activities. Beth will contact John or Wayne.

**5. Volunteers (Chris & Wendy)** - Not much discussion yet. What to be working on right now. Chris doing community outreach, Christian school youth group happy to help. YRun communicating other projects. 2 OLCC volunteer alcohol monitors, 4 for shifts, 1 per 500 people. Offer to buy them their meal for OLCC volunteers. Wendy to create shift schedule. Reach out to restaurants and wineries to find OLCC volunteers. Reach out to Cadets. Tent for City representative, Chris will touch base to get booth figured out. Need volunteers for parade, registration, line up, mayor and former mayor for awards. Have trophies that need to be replated for current event, under activities and events. Mike may be able to help make, plan for next year. Sheriffs have been contacted to participate. Clean-up volunteer effort. Some support from churches, community members, school sports. Dave agreed to help with additional garbage collection. Corall beer garden behind bandstand, city would

be licensed entity in charge of that, don't need monitor volunteers needed just one to check IDs. Complaint not able to see entertainment with beer garden.

**6. Activities/ Additional Events (Wendey & Beth)** - Cake Walk donations. Beth check parade forms all complete with ODOT and Jeremy. Working on vendors. Gypsy Rose has not participated, Wendy will check with him.

**F. Questions/ Comments from the Committee** - Kim on maternity leave now through August but will check emails on Mondays. Wendy happy to keep advertising from the Fireworks facebook. Send Beth a message to add anything to agenda. DCDA advertising for all bands. Old Timers Event always themed, themed contest on water bill with \$50 water credit. Kim can make designs for fliers on Mondays still.

**NEXT MEETING, WEDNESDAY, APRIL 23<sup>RD</sup>, 2025 – 6PM**

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Name	Phone	Email address	Project	Sign In	Sign Out	Date
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A corkboard with the word "VOLUNTEER" spelled out using colorful paper strips and pushpins. The letters are: V (light blue), O (green), L (black), U (white), N (pink), T (yellow), E (green), E (white), and R (purple). Each letter is pinned to the corkboard with a pushpin of a different color.

April 24, 2025

Stoller Family Estate  
16161 NE McDougall Rd,  
Dayton, OR 97114

Re: Donation to Dayton Fireworks Community Event Acknowledgement

On behalf of the Dayton Fireworks Community Event Sub-Committee, we would like to formally express our sincere gratitude for your generous donation of \$1,000.

Your support will be instrumental in the success of this year's Stars and Stripes Fireworks Show, and we greatly appreciate your contribution to this community celebration.

Sincerely,

Jeremy Caudle  
City Manager

Tax ID: 93-6002149, City of Dayton



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