



SCAPPOOSE
Oregon

100 Year Celebration Ad Hoc Committee Meeting Minutes

Scappoose City Hall, 33568 E Columbia Ave., Scappoose, OR 97056

March 11, 2021 2:00 pm – 3:30 pm

Attendees: Michael Sykes, Pete McHugh, Joel Haugen, Isaac Butman, Susie Wilson, Jeff Weiss, Les Watters, Brenda Michaels, Josette Hugo, Dan Rocha, Jennifer Parral, Anna Del Savio

Absent: Huell White, Alex Rains, Scott Burge, Tim Brooks, Gail Sykes, Patty Conroe, Kevin Freimuth, Ivy Freimuth, JJ Duerhen, Karen Holmberg, Sharon Evinger, Bryan Hammond, Cindy Ede

1. CALL TO ORDER

The meeting was called to order at 2:03 PM by Chair Michael Sykes.

1.1 Meeting agenda

Les wanted to add a discussion about the Columbia County Board of Commissioners to the agenda under general discussion. The Agenda was approved by unanimous consent.

1.2 Minutes

The February 11, 2021 meeting minutes were approved by unanimous consent.

2. Old Business

2.2 Staff Updates

Isaac stated that currently the City does not have more staff time to dedicate to the 100-Year celebration work, and that they are seeking outside help with the execution of the 100-Year event. Josette asked if the group had someone in mind. Pete added that Susie had someone in mind to help with Vendors. Mike asked what sort of money is available to hire an outside party to help. Isaac stated that there is around \$2,500 in the budget currently, and that the contract would be executed by the City.

Mike asked if there was a way to meet the person that Susie had in mind, and asked Jeff if there was room at the Library to do so? Jeff stated it would be difficult next week and asked if there is a subcommittee set up for the search. Mike responded that he and Pete and Susie had been meeting to work on items between actual meetings weekly, and that everyone is welcome to join. Pete stated that they are more of a working meeting, than a reporting meeting.

Mike asked that site plans be added to the agenda for the next meeting. Susie talked about the site plan draft at Veteran's park, and stated that there are some concerns about parking, lighting, and electrical issues. Jeanette asked if the CC rider is involved? Pete replied that the Senior Center will be doing shuttles between Heritage and Veteran's park. Isaac stated that another item that came out of the Logistic meeting was that vendors moving from Heritage to Veteran's during the day would be problematic and cause a safety issue, and that the best course forward would be to have vendors choose a location or set up booths at both places if they prefer.



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Josette asked about how late the event will run in each location. Susie answered that this is a concern, and that this information will be available to vendors when they fill out their vendor application. Isaac stated that OLCC requires that food be available when alcohol is served, and that the cut-off for alcohol service is 11:00 pm.

Jeanette and Jen stated that they will help set up the Facebook page for the event. Jen heard that the Scappoose dance team would like to be involved with the celebration and that boys soccer is willing to help out with the event as well.

3. New Business

3.2 Logo Contest

Isaac shared the submitted logos with the committee. Mike asked if the committee should pick a few and recommend them to Council for approval, or if the Committee wants to just pick one? Pete replied that the committee should pick 3, and have Dan look at them, and decide later, and that Dan might want to include portions of some of them into one logo. Joel stated that picking the top three is a good idea.

The Committee reviewed the logos one by one, with logos submitted by Virginia Anderson Fenstermaker, Sidera Thomas, and Cheyenne Magnolia Winters being the top three selections. The Committee asked that Dan post-produce a logo that includes features from all three of the selected logos.

Isaac stated that if the logo is designed from many logos the committee will need to decide how they want to handle the prize. Mike suggested that they could receive honorable mentions and \$25 each. Jeff stated that the submissions could be used as buttons. Jennifer asked if there should be a mini ceremony for the participants of the logo contest?

3.3 Sponsorships

Isaac stated the sponsorship tiers and sponsorship benefits. Susie stated that sponsors need to be showcased early and often during the event and should get prominent booths. Jeff asked if the upper-level sponsors should be limited in number or a single sponsor? Susie stated that she thinks sponsorship should not be limited. Mike agreed with Susie. Susie stated that there are already a few sponsors that want to be part of that top Tier.

3.4 The Decades

Mike asked about when the event should end, perhaps 11:00 PM. Jeff stated that there needs entertainment by the car show during the day. Susie stated that there is a band that follows the car shows and plays 50s-60s music, and the Elks is looking at having them that day around the car show. Jeff stated that the stage should be billed from when the parade ends through the end of the night. Jeff mentioned that the Committee will need a PA and a sound technician for the Veterans stage. Pete and Jeff mentioned the need for an MC for Heritage. Jen stated that she has a friend that is willing to help out with that.

3.5 Time Capsule

Pete stated that if someone steps up to do this, we can make that work, but until that happens that is on hold. Pete stated that there is a time capsule in the old Library. Jeff



stated there is a time capsule in the new library too. Les stated there is no documentation of a time capsule being placed in the old library.

3.6 City-wide banners

Pete asked if the Committee should we ask Dan to do a rough draft drawing of these? Susie stated that she liked the ones her vendor management contact showed her. Jeff asked if banners can be hung over streets? Pete stated that they cannot be hung over Hwy. 30. Jeanette asked if the Committee could afford a billboard? Mike stated that he can probably get a few banners put up on PUD poles. Jeff stated the Committee should investigate doing a billboard. Susie asked if Jeannet could look into that. Jeff asked about the time period for a billboard. June was the consensus of when the billboard could go up. Les stated Lamar offers package deals on billboards.

3.7 Commemorative Art

Joel stated that Nick Patton and Michael Curry met to discuss this. Mike suggested a triptych as a mural for a wall representing the past, present, and future, and stated that a gateway to the Crown Z trail as a commemoration would be a more permanent installation. Les stated that there are grants available for this type of work.

3.8 Event Timing

Susie stated that wanted to talk about event timing. The opening should be Friday at noon at Heritage, and the night should end at 11:30 when movies in park ends. Mike asked when we should start Saturday, the parade ends at noon. Jeff stated the events should open at 1 so people have time to move from the parade to the event space. Pete stated that some people may want to go to Heritage instead of the parade. Mike stated that booths could open at 10 Saturday. Pete asked about starting parade at 10. Jeff stated there needs to be a special event address on Saturday as well as a second opening since not as many people may be able to attend Friday. Mike stated that opening Noon Saturday would allow people to attend the parade. Susie mentioned that High School students are committed to participating from 11-noon Saturday at Heritage, and that Veterans will have a flag raising ceremony and some speakers. Susie stated that the Committee should have bakeries donate cake for the birthday celebration. Pete stated the Mayor should speak and kick things off, and that the native American group needs to be part of the main event. Susie asked if there could be a band at heritage on Friday? Jeff stated that his would be good as nothing is really planned for the afternoon as it was really a soft opening for the vendors, with the movie and music at night that day. Jeff stated maybe there should be more family-oriented event programming at Heritage on Friday. Susie stated she would like to see food vendors carts come in Thursday to make it easier and safer for tents and other vendors to set up Friday. Jeff asked if they should close street Thursday then? Susie stated that Norm is okay with this and the streets could be shut down around 6pm or 7pm.

3.9 Grand Marshal

Pete stated that this discussion should be postponed to the next meeting and suggested that perhaps the committee should add a second, female, Grand Marshal.



3.10 General Discussion

- 3.10.1 **County Board of Commissioners.** Les Stated that the County Commissioners want to participate in the event. Pete stated that the group should reach out to the Chamber of Commerce as well. Isaac stated he will extend invitations to these groups for the next meeting.
- 3.10.2 Susie asked who the oldest resident of Scappoose is, and asked if the Committee should recognize them during the opening ceremony. Pete asked if the oldest living Veteran could be recognized too? The committee generally liked that idea. Jen asked about recognizing the volunteers from the Community. Pete stated that the committee should try and identify these people and go from there.
- 3.10.3 Jeff asked what do we want to do about Committee Members that are not attending the meetings? Isaac stated that there are provisions in the bylaws for removing individuals from committees, but that is a committee decision. Mike asked if those that are not attending are still getting meeting notices and such? Isaac stated yes.
- 3.10.4 Mike stated that Gail reached out to the schools about the essay contest, and that they would be willing to do that after the Mayor's contest finishes, and she wanted to know what to tell them about the essay. Mike asked if the winning essay should receive \$100? Pete stated that the contest needs to be based around the slogan. Josette stated that the contest should be broken down by age group, K-3, 4-6, 7/8, and Highschool. Joel stated perhaps elementary, middle, and high school.
- 3.10.5 Isaac asked if the Committee wants to change meeting timing. Mike asked if 3-5 works. There was general consensus that this was an acceptable time change.

4. Announcements and Next Meetings

- April 8
- May 13
- June 10

5. Meeting Adjourned at 4:00 pm.

For questions about these minutes, contact Isaac Butman, 503.543.7184, ibutman@cityofscappoose.org
The 100-Year Ad Hoc Committee conducts its meetings in an ADA accessible room. If special accommodations are needed, please contact City Recorder Susan Reeves at 503.543.7146, ext. 224 TTY 503.378.5938