



SCAPPOOSE

Oregon

Thursday, January 14th, 2021
100-YEAR CELEBRATION AD HOC COMMITTEE MEETING AGENDA
City Council Chambers, 33568 E Columbia Ave.
Meeting at 2:00 pm

Topic

- 1. Call to order** **2:00 pm**
 - 1.1. Review meeting agenda and modify as needed
 - 1.2. Review December 10th, 2020 meeting minutes and modify as needed
 - 1.3. Public comment – Due to Covid-19 the City of Scappoose will only be accepting public comments by email. Please email City Recorder Susan Reeves at sreeves@cityofscappoose.org. We appreciate your understanding with this matter. Thank you!
- 2. Old Business** **2:10 pm**
 - 2.1. Staff Updates
 - 2.2. Mike – PCC display, Chairman Campbell, JJ RE Facebook, Michael Curry
 - 2.3. Josette – Marty Baldwin
 - 2.4. Pete – 100-Year Name; currently Scappoose Centennial Anniversary 1921-2021
- 3. New Business and Subcommittee Updates** **2:30 pm**
 - 3.1. Kids Activities – Patty, Jeff, Ivy
 - 3.2. History – Pete, Karen, Les
 - 3.3. Native American Community Relations – Pete, Cindy Ede
 - 3.4. Parade – Michael, Gail Sykes, Ivy, Kevin
 - 3.5. Marketing and Advertising – JJ
 - 3.6. Entertainment – JJ Jeff, Michael
 - 3.7. General Discussion
- 4. Announcements and Next Meetings** **3:25 pm**
 - February 11th, 2021
 - March 11th, 2021
 - April 8th, 2021
- 5. Adjourn** **3:30 pm**

If you would like to speak with City staff about a particular agenda item, please call City Recorder Susan Reeves at (503) 543-7146, ext. 224. This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Recorder, Susan Reeves at 503-543-7146, ext. 224 in advance. TTY 1-503-378-5938



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100 Year Celebration Ad Hoc Committee Meeting Minutes

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

December 10th 2:00 pm – 3:00 pm

Attendees:

Pete McHugh, Jeff Weiss, Michael Sykes, Josette Hugo, Les Watters, Isaac Butman.

Absent:

JJ Duehren, Karen Holmberg, Sharon Evinger, Bryan Hammond, Patty Conroe, Huell White, Kevin Freimuth, Ivy Freimuth.

1. CALL TO ORDER

The meeting was called to order at 3 PM by Chair Michael Sykes.

1.1 Meeting minutes and Agenda

Josette made a motion to approve the November 19th, 2020 meeting minutes. Pete seconded. The motion passed unanimously.

1.2 Citizen Communication Dan Rocha, a graphic designer who has worked with the City before said a brief hello to the committee and had no comment.

2. Old Business

2.1 Staff updates: Isaac gave the Staff update. Huell would not be attending due to a scheduling conflict so there would be no report to the Committee regarding either historical city logos or insurance as relating to the event. In terms of the graphic design and the event logo, Dan Rocha was invited to the meeting tonight to speak on that. Dan worked with the City on the recent City Logo update. Isaac reminded the committee of a forwarded email relating to pins and buttons.

Jeff asked how many pins might be needed. Mike stated that they had ordered around 5,000 buttons for the powwow. Pete stated that the Committee could begin selling merchandise early, as a fundraiser activity, but that the Committee needs to get the logo design together. Mike stated that if the Committee can get a logo contest in the next City newsletter, and responses by the February 11th meeting that might work. Dan stated that he is happy to make sure whatever logo is selected is manufacturable by doing post selection editing. Josette asked about enlisting the high school art department. Pete and Mike replied that that was a good idea.



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Mike asked if an award for winning of \$100 was reasonable. Pete stated yes. Jeff stated there might need to be a work-for-hire agreement. Les stated there should be a line of text that gives the City control over the final design. Mike asked Dan and Isaac to work on the media release for this, and the Committee can recommend the top 3 choices to Council for approval.

2.2 Committee work updates

- 2.2.1** Mike stated he talked with Rus about the climbing walls and that he is excited about the idea.
- 2.2.2** Josette stated she had talked with Evelyn Hudson about the Class Reunion, and that the event had been canceled for this coming year.
- 2.2.3** Les updated the Committee on the Scappoose100.com website. He stated that he has been compiling information about Scappoose there. It can be the site for the entire function if the Committee wishes, and that he can hand the website over to someone else to manage or use to upload information as well. Isaac showed parts of the website to the Committee at Les's direction, Mike and Pete said the website is a great piece of the event and has excellent information.
- 2.2.4** Pete talked about marketing the event, and the need for a piece of the Celebration to revolve around the OMIC/PCC campus, the need to have something on the commerce center and the PUD. Pete also mentioned that the Garden club was mentioned at the last meeting as having history in community and it would be good to have them too. Pete stated that the event should be open to anyone/any group in the community. Mike stated he will talk with PCC about a display about what's going on at OMIC and asked about a booth on next 100 years and what they hold for Scappoose. Mike stated he will take this on, and that the City could work with him to make the display. Josette asked about the School District's Chairman Campbell being involved as well. Mike stated he will reach out to him too.

3. New Business

- 3.1** Kids Activities – Jeff stated there were no updates, and that the problem is a need for volunteers when and if the Celebration takes place.
- 3.2** History – Pete stated that he did some research on other municipalities that held centennial events. A few interesting things stood out: time capsule; monthly giveaway of pencils, paper tablets, coasters, mugs, candy bars, etc. for free, given away at City Hall; a blood drive; special concert from a barbershop quartet; gospel hour; patriotic music; a permanent sidewalk medallion; banners



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around town; commemoration of town founders and family members at a special event; a play written by a library guild.

Pete stated that there are some questions needing answered such as how things are going to be displayed and where. Portable displays that are lightweight could be reused in the future, and during the year around the community. Perhaps there could be posters a-la the concept posters that Les showed that focus on a person in the community, and the posters could be displayed in a tent at heritage park. Josette stated that she borrowed one from boosters in the past for no charge, 20 feet by 40 feet with sides, and the Committee could make a donation for the use of the tent. Jeff talked about using the meeting rooms in library as a display area and asked if the Committee could use more than one space. Pete replied yes. Jeff stated that valuable displays should be in a building. Pete stated that Council Chambers may not work so well. Jeff stated that the history speakers could maybe use chambers.

3.3 Native American Relations– Pete stated there is no update at this time and mentioned that it would be neat to feature the Archaeological digs at the Celebration.

3.4 Parade – Mike stated that he spoke with Pete and Gail about the idea of a Grand Marshal, and the parade and route. There is no good place for people to sit on the streets through the neighborhood from the high school to City Hall. They thought about starting at the middle school soccer field, down 1st street, and ending at Grabhorn park. Josette mentioned that someone is putting together a Christmas parade all around town. Isaac reminded the Committee that ODOT will not allow traffic to slow on highway 30, and a parade would have to use light timing to cross 30, which is problematic and dangerous. Josette asked if a parade would need city permits? Isaac replied yes. Mike suggested the parade could assemble at a field at Old Portland Road, and then go through town, and that he is nervous about the highway too.

Mike stated he was brainstorming about the Grand Marshal and thought of Greg Webber. Pete stated that Greg is in his 90's and he is not sure about his health status. Josette asked if it should be someone who lived in Scappoose all their life and stated that it will be a hard decision. Mike asked the Committee to think about other names and bring them back to the next meeting.

3.5 Marketing – Mike responded for JJ who was absent. Marketing is ready to start work, but JJ needs a budget to work from first. Josette asked if Council had given a budget to the committee yet. Pete stated no, and that he had suggested \$5,000 to start, but there had been no vote yet. Mike stated that the Economic Development Committee might be the appropriate Committee to solicit funds from.



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Pete asked Mike if he had talked with Marty Baldwin. Mike stated no. Pete stated that the Economic Development Committee should be represented on the 100-Year Committee as this is one of their goals. Mike stated that the Committee could ask Economic Development for financial and people support. Jeff stated that Economic Development gave \$5,000 to the Sauerkraut Festival. Mike stated the Committee can start at \$5,000, but that \$10,000 is probably more reasonable overall. Mike mentioned that the PUD is willing to be a partner/sponsor. Josette stated that she agrees that Marty would be good to have on the Committee and asked if she could invite him? Pete stated yes.

3.6 Entertainment. Mike talked with the leader of the Wieners but hasn't heard back yet. Josette asked if JJ had talked with Travel Oregon. Mike stated that he didn't know. Les asked about the status of the Facebook page. Pete stated that JJ was doing that, but not sure where that's at. Les stated that Facebook is a good way to connect with the community and is curious about whether that page is setup and how it's monitored. Les encourage the Committee to make it an active page. Mike stated that he can call and ask her about that. Pete asked if Michael Curry was involved yet? Mike replied no. Pete stated that he thought Michael Curry might do something with the candle. Mike stated that he would follow up with him, maybe he can give a tour of his business.

3.7 General – Jeff stated that the closing date for a slot in Travel Oregon is January 15th. 1/12-page costs \$1,200, and 1/6-page costs \$2,400.

4. Announcements and Next Meetings

- Jan 14
- Feb 11
- March 11

5. Meeting Adjourned at 2:55 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



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From: Isaac Butman, Program Analyst Intern, City of Scappoose

To: 100 Year Celebration Committee

Date: December 30th, 2020

Ideas and Outcomes from December 10th, 2020 Committee Meeting

Work to be completed or started by January 14th Meeting:

- Michael – Talk with PCC about display; Chairman Campbell; JJ RE Facebook page; Michael Curry
- Josette – Marty Baldwin
- Staff
 - Historical City Logos
 - Insurance for event
 - Logo-design contest
- Committee thinks of possible Grand Marshals

Groups/Potential Partners

New groups to reach out to:

- PCC/OMIC
- Drew in St. Helens RE 5k's

Committee Level Decisions/Recommendations to be made or have been made

- Go/No-go date = April 1st, 2021.
- Heritage Park = location
- Class reunion canceled

New Ideas/Suggestions

- Monthly giveaways {pencils, paper pads, coasters, mugs, candy bars}
- Blood drive
- Special concerts {barbershop quartet, gospel hour, patriotic music}
- Permanent sidewalk medallion
- Banners around town
- Commemoration of town families and founders at a special event
- Play written by library guild
- Prominent community member posters/displays

Needs

- Funding
- Facebook page
- Advertising for logo-design contest (spotlight, school district, etc.)



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Scappoose Logo History

1979: City starts using the “Watts House” logo.



1987: City starts using the “Badge” logo.



2008: City logo.





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2013: City logo – banner.



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2015: Scappoose Logo Patch (Police).



2016: City logo – banner.



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2020: City starts using the remastered logo.



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Logo Contest

The City of Scappoose is accepting design submissions for a logo that will be used to market and advertise the City's 100th anniversary celebration. Some possible uses for the logo are newspaper ads, website, social media, printed items, signs/banners, and t-shirts.

The winner of this contest will receive a \$100 cash prize.

Design requirements

- Designs are preferred to be submitted in black and white.
- Please submit your design as a high-resolution digital file (.PNG, .JPG, .EPS).
- Please scan hand drawn logos and submit them electronically. Keep your original artwork, we may need to access it if your design is chosen.
- Minimum logo size is 6" x 6" inches.
- The logo needs to be clear and legible in sizes as small as 1" and as large as 12".

Details

- Contest is open to all ages.
- Logo submissions will be accepted from January 31st, 2021, to March 1, 2021.
- Email submissions to: ibutman@cityofscappoose.org
- Include your full name, phone number, address, email address, and age with your entry. If you are a minor, please include your parent or legal guardians full name, phone number, address, and email address as well.
- Preference will be given to designs submitted from the Scappoose area.
- If winner is under the age of 16 the prize must be claimed by a parent or guardian.
- Winner will be notified by email no later than March 18th, 2021.
- Submitted logos may be displayed on scappoose100.com, the City of Scappoose Website, the City of Scappoose Facebook page, or in other media or platforms.
- Please limit entries to two per-person.

By submitting a logo you agree that your submission become the sole property of the City of Scappoose. Submitted logos may be post-produced by a design professional. The selection Committees and the City of Scappoose reserve the right to decline to select a winner from the submissions to this contest.

Logo entries will be presented to the City of Scappoose 100-Year Celebration Ad Hoc Committee during the March 11th, 2021 meeting.

If you have any questions about this contest contact Isaac Butman at:
email: ibutman@cityofscappoose.org / phone: 503.543.7184