



City of Independence

Agenda

**Independence Days Commission Meeting
Wednesday, February 19, 2025 @ 6:30 PM
Event Center - Heritage Room**

(See page 2 of agenda for meeting attendance information)

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. MINUTES	
3.1. Regular Meeting 01-09-2025	3 - 5
4. NEW BUSINESS	
4.1. Begin Budget Process 2024-2025 Budget Worksheet	7 - 8
5. SUBCOMMITTEE REPORTS <i>(Note: not all subcommittees will have reports to submit/present)</i>	
5.1. Coordinator / Chair	
5.2. Budget / Finance	
5.3. Parks	
5.4. Public Safety	
5.4.1. IPD	
5.4.2. PCFD #1	
5.5. Vendors	
5.6. Entertainment	
5.7. Volunteer Coordinator	
5.8. Family Activities	
5.9. Publicity / Social Media	
5.10. Talent Show	
5.11. Records / Secretary	
6. OTHER BUSINESS	
6.1. Other Discussion / Information Items	
6.2. Other Events	
5.2.1. Parade	
5.2.2. Mini Marathon	

7. ADJOURNMENT

MEETING ATTENDANCE INFORMATION

The Independence Days Commission will hold this meeting in-person in the Event Center at City Hall, via video conference (Zoom) or by phone.

- The public may attend the meeting by coming to City Hall at 555 S. Main St.
- **For Zoom login** visit:
<https://us06web.zoom.us/j/87553745898?pwd=fEJGX1lYQKPZSF1KnaWal6y8ZQtxTb.1>
- To participate in the meeting **by phone**, dial **US: +1-253-215-8782** and enter **Webinar ID: 875 5374 5898** and **Passcode: 021665**.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 72 hours in advance of the meeting to Myra Russell, City Recorder, 503-838-1212/TTY: 800-735-2900.



City of Independence

Independence Days Commission Meeting Thursday, January 9, 2025 Minutes

1. CALL TO ORDER. The meeting was called to order at 6:38 pm by Chair Courtney Williams.
2. ROLL CALL.
Commissioners present: Courtney Williams, Myra Russell, Aaron Wimer, Nathan Junior, Gabby Walton, Andrea Van Heeswyk, Emmanuel Goicochea, Vidal Peña, Karin Johnson, Juventino Bañuelos, Lisa Cox (via Zoom)
3. MINUTES. The minutes of the 10-7-2024 meeting were submitted in the agenda packet.

ACTION:

Myra moved to approve the minutes as submitted; Aaron seconded. Motion passed by all present.

4. NEW BUSINESS
 - 4.1. Appointed Board Positions. Courtney reported that the positions as reported in agenda packet were approved by Council.
 - 4.2. Goal Planning:
 - Confirmation of dates: July 3 & 4, 2025. Council voted to have the event on 2 days only this year.
 - Rough Schedule of Events discussed. Open the park at noon both days; the event will be Noon -11pm both days.
- July 3rd – Hometown Night:
- Talent Show. 5pm-8pm – prizes 8:00 – 8:30pm. ½ hour change over.
 - Band 9:00pm
 - Fireworks 10 pm
 - Discussion of free wristband for talent show participants; 1 per performer. Kid performers get a +1.
 - YMCA family activities discussed. (12-5pm)
- 4th of July:
- parade (noon-2pm)
 - YMCA (2 pm– 6:00pm)
 - Main stage – 7-10 pm

Possibility of setting up mist stations. 5:30 – 6:30 mist dance party. Possibly roving supersoakers.

5. SUBCOMMITTEE REPORTS

-Entertainment

Discussion of headliners; possibility of bringing back last year's.

Discussion of sound crew.

Discussion of emcee.

- Attendance Fee Recommendations

Discussion of local discount – both days? 3rd only? Leaning toward offering discount for Indp/Mon residents both days. \$5.00 and \$10.00. Discounted wristband sales only at Independence city hall.

-Security. Tino reported on security possibilities, our officers and hired security. Officers cannot enforce event rules (only local, state laws).

-Vendors. Lisa wanting to get pricing nailed down. Last year, \$350 for craft booths, \$500 food (early bird), with regular pricing at \$400 craft, \$600 food. Consensus to do the same this year. End early bird on May 15th. Wants to open applications on January 28th. Will get it on the website, get out in social media.

-Budget. Courtney asked all to bring numbers to the next meeting.

-Sponsorships. Courtney – goal of \$33,000.

-Parks. Fireworks contract needs to be signed.

-Duck Derby. Do same as last year; start at 4:00 pm, on the 3rd.

-Discussion if to have rock wall / mechanical bull back.

-Emmanuel – would like to have items earlier, for posters, webpage, etc. For talent show, would like to submit video for marketing purposes.

-Local businesses booths. Give huge discount last year. Discussion. Offer them the lowest sponsor package. Discussion of local promotion through Chamber.

-Gabby. Need to figure out who/what needs volunteers. She is connected with local businesses for volunteers. The need is mostly for 2nd & 5th (setup and takedown). Cheer group for garbage, WOU teams for wristbands, etc. Courtney will meet with Gabby. T-shirts for volunteers (use same design as last year) discussed.

6. OTHER BUSINESS

6.1. Other Discussion / Information Items

Karin noted that next year (2026) will be the 250th anniversary of Declaration of Independence, and the 4th will be on a Saturday. It will be huge; we will want to consider getting all the necessary contracts as soon as this event is over. (Portapotties, fireworks, etc.)

6.2. Other Events

5.2.1. Parade. Karin: Rotary is working on the parade already. Discussion if to ask them to consider the cities' costs for the parade.

7. ADJOURNMENT. Courtney declared the meeting adjourned 8:30 pm.

Next meeting: 2/13

Karin Johnson
Secretary

**Independence Days Budget
2023-24**

Income	Budget 2023-2024	Actual 2023-2024	Actual 2024-2025
ATM fees	\$ (500.00)	\$ (28.50)	
Commissions - Bullride	\$ (1,000.00)	\$ (1,136.00)	
Commissions - Inflatables	\$ -	\$ -	
Duck Derby	\$ (1,200.00)	\$ (1,620.00)	
Gate admissions	\$ (80,000.00)	\$ (117,043.69)	
Gate start-up funds	\$ (10,400.00)	\$ (10,400.00)	
Parking	\$ (4,500.00)	\$ (2,958.00)	
Sponsorships	\$ (12,000.00)	\$ (33,750.00)	
T-shirt merch	\$ (7,500.00)	\$ (2,225.00)	
Vendor fees	\$ (40,000.00)	\$ (38,230.00)	
Wristband pre-sales	\$ (36,000.00)	\$ (34,804.00)	
Misc	\$ -	\$ (277.00)	
TOTAL INCOME	\$ (193,100.00)	\$ (242,472.19)	\$ -

Expenses	Budget 2023-2024	Actual 2023-2024	Actual 2024-2025
Decorations	\$ 2,500.00	\$ 3,915.66	
Duck Derby Supplies	\$ -	\$ 587.83	
Entertainment:			
<i>Audience engagement</i>	\$ 2,000.00	\$ 764.96	
<i>Entertainment Supplies</i>	\$ 200.00	\$ -	
<i>Musical Performers</i>	\$ 15,000.00	\$ 15,000.00	
<i>Roving Performers</i>	\$ 500.00	\$ 500.00	
<i>Sound tech</i>	\$ 7,000.00	\$ 6,500.00	
<i>IT</i>	\$ 100.00	\$ 287.60	
Finance:			
<i>Card processing equipment</i>	\$ 3,000.00	\$ 3,305.10	
<i>Card processing fees</i>	\$ 215.00	\$ 1,685.17	
<i>Finance Supplies</i>	\$ 110.00	\$ 481.70	
<i>Start up till funds</i>	\$ 10,400.00	\$ 10,400.00	
Fireworks:			
<i>Fireworks</i>	\$ 40,000.00	\$ 40,000.00	
<i>Fireworks Crew</i>	\$ 400.00	\$ 471.90	
<i>Firework supplies & equipment</i>	\$ 400.00	\$ -	
Fuel	\$ 3,000.00	\$ 1,531.73	
Fundraising:			
<i>Clean up Crew</i>	\$ 3,500.00	\$ 3,800.00	
<i>Wristband Sales</i>	\$ 3,500.00	\$ 3,500.00	
<i>Duck Derby</i>	\$ 500.00	\$ -	
Merch	\$ 3,000.00	\$ 2,289.95	
Park:			
<i>Dumpsters</i>	\$ 750.00	\$ 728.50	
<i>Fencing</i>	\$ 5,000.00	\$ 3,300.00	
<i>Park Crew</i>	\$ 3,000.00	\$ 280.43	
<i>Park Supplies</i>	\$ 3,500.00	\$ 3,698.63	
<i>Portable lighting</i>	\$ 600.00	\$ -	
<i>Portable toilets</i>	\$ 8,500.00	\$ 8,875.00	

Power	\$ 6,000.00	\$ 4,526.85	
Staff trailer	\$ 1,000.00	\$ 1,209.54	
Public Safety:			
EMS Standby	\$ -	\$ -	
Police - security	\$ 32,500.00	\$ 27,954.33	
Police food tent	\$ 1,750.00	\$ 1,369.15	
Security - support	\$ 1,750.00	\$ -	
Prizes:			
Duck Derby	\$ 790.00	\$ 1,030.00	
Talent Show	\$ 1,500.00	\$ 1,500.00	
Personnel costs	\$ 10,000.00	\$ 34,923.10	
Publicity	\$ 1,000.00	\$ 27.50	
Sponsors/VIP?	\$ 100.00	\$ 370.79	
Signage & Branding	\$ 3,000.00	\$ 4,326.66	
Talent Show Supplies	\$ 750.00	\$ 159.96	
Vendors-Deposit Refunds	\$ -	\$ 500.00	
Volunteers:			
Appreciation	\$ 1,000.00	\$ 1,651.68	
Insurance	\$ 300.00	\$ 60.00	
Volunteer Supplies	\$ 1,000.00	\$ 2,192.36	
Wrap up meeting	\$ 1,500.00	\$ 1,640.20	
Website	\$ -	\$ -	
Wristbands	\$ 2,000.00	\$ 1,480.00	
Youth activities (YMCA)	\$ 3,000.00	\$ 4,541.32	
Zoom	\$ -		
Misc	\$ -	\$ 215.57	
TOTAL EXPENSES	\$ 185,615.00	\$ 201,583.17	\$ -
CONTINGENCY	\$ 7,485.00	\$ -	\$ -
TOTAL EXPENDITURES	\$ 193,100.00	\$ 201,583.17	\$ -

Summary:

Total Income	\$ (193,100.00)	\$ (242,472.19)	\$ -
Total Expenditures	\$ 193,100.00	\$ 201,583.17	\$ -
NET	\$ -	\$ (40,889.03)	\$ -