



City of Independence

Agenda

Independence Days Commission Meeting
Thursday, March 13, 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 02-19-2025	3 - 4
4. SUBCOMMITTEE REPORTS <i>(Note: not all subcommittees will have reports to submit/present)</i>	
4.1. Coordinator / Chair	
4.2. Entertainment	
4.3. Talent Show	
4.4. Vendors	
4.5. Family Activities	
4.5.1. YMCA	
4.5.2. MI Rotary Parade	
4.6. Volunteer Coordinator	
4.7. Parks	
4.8. Public Safety	
4.8.1. IPD	
4.8.2. PCFD #1	
4.9. Budget / Finance	
4.9.1. Commission Approved Budget for 2024-2025 2024-2025 Budget	5 - 6
4.10. Publicity / Social Media	
4.11. Records / Secretary	
5. OTHER BUSINESS	
5.1. Other Discussion / Information Items	
5.2. Other Events	
5.2.1. Mini Marathon	

6. 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/84556018899?pwd=bQzw9xLqWAPN1Y95ulsD4vd4quQQJP.1>
- To participate in the meeting **by phone, dial US: +1-253-215-8782** and enter **Webinar ID: 845 5601 8899** and **Passcode: 758356**.

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

Wednesday, February 19, 2025

Minutes

1. CALL TO ORDER. The meeting was called to order at 6:32 pm by Courtney Williams.
2. ROLL CALL
Commissioners Present:
Courtney, Myra, Aaron, Lyle, Gabby, Andrea, Vidal, Karin
All introduced selves, with giving a brief info re: role on commission

Others present:
Bill Boisvert, Council Liaison
Lupita, YMCA
Diego Pena
3. MINUTES. The minutes of the January 9, 2025 meeting were submitted in the agenda packet.

ACTION:
Vidal moved to approve the minutes as submitted; Myra seconded. Passed by all present.
4. NEW BUSINESS
4.1. Begin Budget Process. Line items in the budget were reviewed by commissioners, looking at the previous year's numbers and estimating this year's. A draft, balanced budget was created and submitted for approval.

ACTION:
Aaron moved to approve budget as created; Gabby seconded. Passed by all present.
5. SUBCOMMITTEE REPORTS. Not submitted; reports at next meeting.
6. OTHER BUSINESS
6.1. Other Discussion / Information Items.
Diego was here to find out where he could volunteer at, with specific interest in a few areas.

6.2. Other Events.

6.2.1. Parade. Andrea and Karin will visit with the Rotary parade committee about personnel for working intersections, etc.

6.2.2. Mini Marathon. No report.

7. ADJOURNMENT:
Meeting declared adjourned at 8:20 pm
Next meeting: March 13th.

DRAFT

**Independence Days Budget
2024-25**

Income	Budget 2023-2024	Actual 2023-2024	Actual 2024-2025
ATM fees	\$ (500.00)	\$ (28.50)	\$ -
Commissions - Bullride	\$ (1,000.00)	\$ (1,136.00)	\$ (1,000.00)
Duck Derby	\$ (1,200.00)	\$ (1,620.00)	\$ (1,500.00)
Gate admissions	\$ (80,000.00)	\$ (117,043.69)	\$ (100,000.00)
Gate start-up funds	\$ (10,400.00)	\$ (10,400.00)	\$ (10,400.00)
Parking	\$ (4,500.00)	\$ (2,958.00)	\$ (2,500.00)
Sponsorships	\$ (12,000.00)	\$ (33,750.00)	\$ (30,000.00)
T-shirt merch	\$ (7,500.00)	\$ (2,225.00)	\$ (2,000.00)
Vendor fees	\$ (40,000.00)	\$ (38,230.00)	\$ (35,000.00)
Wristband pre-sales	\$ (36,000.00)	\$ (34,804.00)	\$ (35,000.00)
Misc	\$ -	\$ (277.00)	\$ -
TOTAL INCOME	\$ (193,100.00)	\$ (242,472.19)	\$ (217,400.00)

Expenses	Budget 2023-2024	Actual 2023-2024	Actual 2024-2025
Decorations	\$ 2,500.00	\$ 3,915.66	\$ 2,500.00
Duck Derby Supplies	\$ -	\$ 587.83	\$ 500.00
Entertainment:			
Audience engagement	\$ 2,000.00	\$ 764.96	\$ 1,000.00
Entertainment Supplies	\$ 200.00	\$ -	\$ 200.00
Musical Performers	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Roving Performers	\$ 500.00	\$ 500.00	\$ -
Sound tech	\$ 7,000.00	\$ 6,500.00	\$ 5,000.00
IT	\$ 100.00	\$ 287.60	\$ 500.00
Finance:			
Card processing equipment	\$ 3,000.00	\$ 3,305.10	\$ 1,500.00
Card processing fees	\$ 215.00	\$ 1,685.17	\$ 2,000.00
Finance Supplies	\$ 110.00	\$ 481.70	\$ 200.00
Start up till funds	\$ 10,400.00	\$ 10,400.00	\$ 10,400.00
Fireworks:			
Fireworks	\$ 40,000.00	\$ 40,000.00	\$ 45,000.00
Fireworks Crew, Supplies & Equip	\$ 400.00	\$ 471.90	\$ 800.00
Firework supplies & equipment	\$ 400.00	\$ -	\$ -
Fuel	\$ 3,000.00	\$ 1,531.73	\$ 2,500.00
Fundraising:			
Clean up Crew	\$ 3,500.00	\$ 3,800.00	\$ 3,800.00
Wristband Sales Commission	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Duck Derby	\$ 500.00	\$ -	\$ 500.00
Merch	\$ 3,000.00	\$ 2,289.95	\$ 2,000.00
Park:			
Dumpsters	\$ 750.00	\$ 728.50	\$ 775.00
Fencing	\$ 5,000.00	\$ 3,300.00	\$ 3,500.00
Park Crew & Supplies	\$ 3,000.00	\$ 280.43	\$ 5,000.00
Park Supplies	\$ 3,500.00	\$ 3,698.63	\$ -
Portable lighting	\$ 600.00	\$ -	\$ 600.00
Portable toilets	\$ 8,500.00	\$ 8,875.00	\$ 9,000.00
Power	\$ 6,000.00	\$ 4,526.85	\$ 6,000.00

Staff trailer	\$ 1,000.00
Public Safety:	
EMS Standby	\$ -
Police - security	\$ 32,500.00
Police food tent	\$ 1,750.00
Security - support	\$ 1,750.00
Prizes:	
Duck Derby	\$ 790.00
Talent Show	\$ 1,500.00
Personnel costs	\$ 10,000.00
Publicity	\$ 1,000.00
Sponsors/VIP?	\$ 100.00
Signage & Branding	\$ 3,000.00
Talent Show Supplies	\$ 750.00
Vendors-Deposit Refunds	\$ -
Volunteers:	
Appreciation	\$ 1,000.00
Insurance	\$ 300.00
Volunteer Supplies	\$ 1,000.00
Wrap up meeting	\$ 1,500.00
Wristbands	\$ 2,000.00
Youth activities (YMCA)	\$ 3,000.00
Misc	\$ -
TOTAL EXPENSES	\$ 185,615.00
CONTINGENCY	\$ 7,485.00
TOTAL EXPENDITURES	\$ 193,100.00

\$ 1,209.54
\$ -
\$ 27,954.33
\$ 1,369.15
\$ -
\$ 1,030.00
\$ 1,500.00
\$ 34,923.10
\$ 27.50
\$ 370.79
\$ 4,326.66
\$ 159.96
\$ 500.00
\$ 1,651.68
\$ 60.00
\$ 2,192.36
\$ 1,640.20
\$ 1,480.00
\$ 4,541.32
\$ 215.57
\$ 201,583.17
\$ -
\$ 201,583.17

\$ -
\$ 1,000.00
\$ 32,500.00
\$ 2,000.00
\$ 1,750.00
\$ 1,000.00
\$ 1,750.00
\$ 35,000.00
\$ 500.00
\$ 700.00
\$ 3,000.00
\$ 750.00
\$ -
\$ 1,500.00
\$ 100.00
\$ 2,000.00
\$ 1,750.00
\$ 1,450.00
\$ 3,500.00
\$ -
\$ 212,025.00
\$ 5,375.00
\$ 217,400.00

Summary:

Total Income	\$ (193,100.00)	\$ (242,472.19)	\$ (217,400.00)
Total Expenditures	\$ 193,100.00	\$ 201,583.17	\$ 217,400.00
NET	\$ -	\$ (40,889.03)	\$ -