



# City of Independence

## Agenda

Independence Days Ad Hoc Board Meeting  
Monday, July 7, 2025 @ 9:30 AM  
Event Center - Heritage Room

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	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. MINUTES	
3.1. Regular Minutes <a href="#">06-19-2025</a>	3
4. VISITORS / PUBLIC COMMENTS	
5. REPORTS / PRESENTATIONS	
5.1. Chair Morton <a href="#">Recap 1st Ad Hoc meeting</a> <a href="#">Recap 2024-2025 page 1</a> <a href="#">Recap 2024-2025 page 2</a>	5 - 9
6. UNFINISHED BUSINESS	
7. NEW BUSINESS	
7.1. Transition Organization Evaluation	
8. ADJOURNMENT	

### **MEETING ATTENDANCE INFORMATION**

This meeting will be held in-person in the Heritage Room which is on the bottom floor of the Independence Civic Center and via video conference (Zoom) or by phone.

- To attend in person, the City Hall address is 555 S. Main St.
- **For Zoom login** visit:  
<https://us06web.zoom.us/j/81036769444?pwd=Msxohi08SBEvqunVbu38qMtJNPbbLr.1>
- To participate in the meeting **by phone, dial US: +1-253-215-8782** and enter **Webinar ID: 810 3676 9444** and **Passcode: 855393**.

Written comments are also welcome and may be delivered to City Hall or emailed to [CouncilComments@ci.independence.or.us](mailto:CouncilComments@ci.independence.or.us) no later than 9:00 am the day of the meeting.

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

## Minutes

### Independence Days Ad Hoc Board

Thursday, June 19, 2025

1. **CALL TO ORDER.** The meeting was called to order by Councilor Morton at 9:31 am.
2. **ROLL CALL.**

Board members Present:

Councilor Boisvert  
Councilor Corr  
Councilor Morton  
Vidal Pena  
Miranda Garrison-Absent

Others Present:

City Manager Kenna West  
Asst. City Manager Shawn Irvine  
Downtown Manager Courtney Williams  
City Recorder Myra Russell  
LT. Lyle Gilbert

3. **MINUTES.** First Meeting, no minutes to approve.
4. **VISITORS / PUBLIC COMMENTS.** None
5. **NEW BUSINESS.**
  - 5.1. Orientation and Project Overview. CM West explained the role of the board and tentative work plan. Williams presented the timeline for the event as run by the city. Discussion of different roles in planning the event.
  - 5.2. Meeting Schedule and Work Plan Finalization Next meeting scheduled for Monday July 7 at 9:30 am with the plan to speak to some of the interested community or private groups. Third and fourth meeting dates to be decided. Board may ask to extend the three-month time frame if needed.
  - 5.3. Initial Observations and Open Discussion Irvine discussed community groups and partners he has talked to as well as their interest and concerns. Discussion about community groups vs. private groups.
6. **ADJOURNMENT.** Member Corr moved to adjourn, Member Garrison seconded. Meeting was adjourned at 10:20 am.



## Ad Hoc Committee for Independence Days

Premise: Deliver a recommendation to the Independence City Council  
 by or before August 15 for transitioning Independence Days  
 to a privately held organization

Duties of this committee are to assist the council/staff in making ultimate decisions about Independence Days

First meeting: 6-19-25

Notes:

Courtney Williams will provide a timeline on which events and activities have been considered by the Independence Days Commission  
 A recap of meeting minutes is provided above detailing the items discussed in meetings occurring from 10-17-2024 through June 2025

Established norms and activities for Independence Days, as presented in this meeting:

This is an alcohol-free event

Activities	Logistics	Assets	Revenue
Car Show	Electrical	CERT	Wrist Band Sales
Talent Show	Water	CMS (Security)	Sponsors
2 nights of Fireworks	PortaPotties including ADA units	Cadets, Reserves, IPD	Vendors
Carnival	Grey Water	WOU sports teams	
Vendors	Promotions plan	WOU rowing team	
Entertainment on Stage	Wrist band sales	City - only as being	
Kids and Family Activities	Safety/First Aid	responsive, does	<b>Expenses</b>
Duck Derby	Volunteer coordination	not provide	Fireworks (approx \$40K)
	Security/Local & hired	leadership or	Security
	Street Closures	employees	Staff
	Gates/Fencing	City could offer seed	Park Rental
	Park maintenance	money via a loan	

At the close of the meeting Shannon Corr moved to adjourn, Miranda Garrison 2nd, meeting adjourned

Second meeting set for July 7, 2025

Third and Fourth meeting dates TBA



Recap of 2024-2025 Independence Days Commission meeting notes

First meeting, 10-17-2024	Establish Commission Member duties	Establish Sub-committees	Sponsorship, Branding, Decorations	Dates for 2026	Attendance Fees/processes	Fireworks acquisition	# Fireworks Shows	Volunteer needs	Social Media & Publicity	Activity: Talent Show	Activity: Rubber Duck Race	Vendors	Local Business Involvement	Budget & Finance	Logistics	Public Safety	Entertainment	Family Activities	Coordinate w/other local events
Special meeting notes: many discussions were to "do what we did last year"	Chair (Coordinator) and Recorder (Secretary) appointed	Commission member positions given duties	Established as Coordinator duty	Original plan: July 2, 3, 4	Not discussed	Aaron from City does this	2: hometown on July 3, big show on July 4	Volunteer coordinator appointed	Social Media/Publicity person appointed	Talent Show coordinator appointed	Yes, have a race in 2025	Vendor Chair appointed	Not discussed	Finance person (Treasurer) appointed	Not discussed	Public Safety position appointed	Entertainment Chair appointed	Family Activities Chair appointed	Mention made of parade, mini-marathon

Second meeting, 1-9-2025	Establish Commission Member duties	Establish Sub-committees	Sponsorship, Branding, Decorations	Dates for 2026	Attendance Fees/processes	Fireworks acquisition	# Fireworks Shows	Volunteer needs	Social Media & Publicity	Activity: Talent Show	Activity: Rubber Duck Race	Vendors	Local Business Involvement	Budget & Finance	Logistics	Public Safety	Entertainment	Family Activities	Coordinate w/other local events
Special notes, 2nd meeting: 2026 is 250th anniversary of Declaration of Independence; 4th of July is on a Saturday	Council approved board positions		\$33,000 in sponsorship needed	Council established dates as July 3, 4	Local discount discussion; wristband sales; cost \$5 & \$10	Aaron from City does this. Need fireworks contract signed	July 3: hometown; July 4: big show, each at 10 PM	Work that needs to be done by volunteers is discussed. Identification of volunteers discussed	Not discussed	Talent show July 3, 5-8 PM, with prizes. Possible "mist" dance party	Start at 4 PM on July 3	Booth fees set, \$350 for craft, \$600 for food. Early bird discounts available to 5-15	Give huge discount to local business booths; promote through Chamber	Actual \$ for 2024: Income \$242,472.19; Expense \$201,583.17. Leaves \$40,889.03 as seed \$ for 2025	Need portapotties	Security crew (police) can enforce only local, state laws, not event rules	Entertainment schedule for both days established	Not discussed	Discussion about city costs relative to parade

Third meeting, 2-18-2025	Establish Commission Member duties	Establish Sub-committees	Sponsorship, Branding, Decorations	Dates for 2026	Attendance Fees/processes	Fireworks acquisition	# Fireworks Shows	Volunteer needs	Social Media & Publicity	Activity: Talent Show	Activity: Rubber Duck Race	Vendors	Local Business Involvement	Budget & Finance	Logistics	Public Safety	Entertainment	Family Activities	Coordinate w/other local events
Special notes, 3rd meeting: none			Subcommittee Reports will be submitted at next meeting	Not discussed	Not discussed	Not discussed		Subcommittee Reports will be submitted at next meeting	Not discussed	Subcommittee Reports will be submitted at next meeting	Subcommittee Reports will be submitted at next meeting	Subcommittee Reports will be submitted at next meeting	Subcommittee Reports will be submitted at next meeting	Subcommittee Reports will be submitted at next meeting	Subcommittee Reports will be submitted at next meeting	Budget created for 2025, and approved by commission. Income, \$217,400; Expense \$217,400	Subcommittee Reports will be submitted at next meeting	Subcommittee Reports will be submitted at next meeting	Will coordinate with Rotary re intersection management

Fourth meeting: 3-13-2025	Establish Commission Member duties	Establish Sub-committees	Sponsorship, Branding, Decorations	Dates for 2026	Attendance Fees/processes	Fireworks acquisition	# Fireworks Shows	Volunteer needs	Social Media & Publicity	Activity: Talent Show	Activity: Rubber Duck Race	Vendors	Local Business Involvement	Budget & Finance	Logistics	Public Safety	Entertainment	Family Activities	Coordinate w/other local events
Special notes, 3rd meeting: none					Local discount discussion; wristband sales; cost \$5 & \$10	Council established dates as July 3, 4		Aaron from City does this. Need fireworks contract signed	3: hometown; 4: big show, each at 10 PM	Work volunteers are needed for discussed. Identification of volunteers discussed	Not discussed	Talent show July 3, 5-8 PM, with prizes. Possible "mist" dance party	Start at 4 PM on July 3	Booth fees set, \$350 for craft, \$600 for food. Early bird discounts available to 5-15	Give huge discount to local business booths; promote through Chamber. Need Portapotties	Actual \$ for 2024: Income \$242,472.19; Expense \$201,583.17. Leaves \$40,889.03 as seed \$ for 2025	Entertain schedule for both days established	Security crew (police) can enforce only local, state laws, not event rules	Should convey city's costs to Rotary re parade?



Fifth meeting: 4-10-2025	Establish Commission Member duties	Establish Sub-committees	Sponsorship, Branding, Decorations	Dates for 2026	Attendance Fees/processes	Fireworks acquisition	# Fireworks Shows	Volunteer needs	Social Media & Publicity	Activity: Talent Show	Activity: Rubber Duck Race	Vendors	Local Business Involvement	Budget & Finance	Logistics	Public Safety	Entertainment	Family Activities	Coordinate w/other local events
Special notes, 5th meeting: Committee reminded to keep track of official paperwork to turn in post-event			Coordinator is talking to local firm as title sponsor.	Coordinator said this will likely be last year the City will put on Independence Days	Local discount discussion; wristbands \$5 & \$10	Aaron from City does this. Need fireworks contract signed		Not discussed	Publicity/plan is established.	Hold talent show July 3, 5-8:30 PM. Working on details. Discussion of having a Miss Indy Days pageant on July 3, have winner in parade on the 4th.	Hold Duck Derby on July 3	Have 16 vendor applications so far, lots of emails. Reviewed booth fees, layout. Motion to give Vendor Coordinator a \$1500 stipend was approved.	Not discussed	Location of gates discussed. WOU track team will sell wristbands. Wristband sales begin June 2	CHS doing garbage pick-up again this year. Rock wall and floaties coming back. Gators being confirmed.	Got contract from security, lower than budgeted. New person will run CERT. PCFD #1 is set for first aid station	All bands books, same sound engineer as 2024, National Anthem singer booked	Kids Zone will be July 3, 12-5 PM; July 4 12-6 PM	Not discussed

Sixth meeting: 5-8-2025	Sponsorship, Branding, Decorations	Establish Sub-committees	Sponsorship, Branding, Decorations	Dates for 2026	Attendance Fees/processes	Fireworks acquisition	# Fireworks Shows	Volunteer needs	Social Media & Publicity	Activity: Talent Show	Activity: Rubber Duck Race	Vendors	Local Business Involvement	Budget & Finance	Logistics	Public Safety	Entertainment	Family Activities	Coordinate w/other local events
Special meeting notes: coordinated with mini-marathon, Rotary			No title sponsor this year. Sponsorship is at \$30,000, which was goal		Local discount affirmed at \$5. At the gate cost is \$10 for wristbands	Fireworks acquired, ready to go		Not discussed	Social media chatter discussed; City has no intention to cancel Indy Days this year. Big publicity starts next week	Consider having talent show participant do patriotic song. Outreach for show being done in schools. Discussion about list of judges	Hold Duck Derby on July 3	22 vendors so far, more in the works. Able to take credit card payment on phone through city hall. Signage for vendors discussed	Not discussed	WOU track team engaged to help. Have squares for receiving \$. Discussion of wifi, hot spots. Wristbands \$5 for locals, \$10 at gate	Street closures discussed. Portapotties ordered, fencing ready to go. Walking trail will be exit-only from fireworks.	Contracts signed, CERT team ready, discussion of setting up tent(s). EMT will always be available.	Entertain schedule for both days established	Everything is set for family activities	Not discussed

Seventh meeting, 6-12-25	Sponsorship, Branding, Decorations	Establish Sub-committees	Sponsorship, Branding, Decorations	Dates for 2026	Attendance Fees/processes	Fireworks acquisition	Fireworks acquisition	Volunteer needs	Social Media & Publicity	Activity: Talent Show	Activity: Rubber Duck Race	Vendors	Local Business Involvement	Budget & Finance	Logistics	Public Safety	Entertainment	Family Activities	Coordinate w/other local events
Special meeting notes: next meeting (6-26-25) will be at park, weather permitting. This meeting's notes detailed specific volunteer needs.			A carnival is coming for 3rd/4th, wanted to sign 3 year contract. Self-sustaining, will give city 15% of sales. City provides space, water		Wristbands on sale now at city hall, fire dept. Sell writ bands along parade route?	Fireworks crews set		Volunteer waivers needed, discussion about parking, discussion about volunteer hours	Social media going well. Answering many questions. Featured by Travel Salem, Statesman Journal. Invited volunteers to come spray paint stars in park grass, tie ribbons in trees, hang banners	Update on talent show given - 8 adults, 7 teens, 2 kids so far have signed up.	Rowing club will assist with Derby. 32 ducks sold already, last # is 180.	40 vendors. Need details on power/water requirements.	Not discussed	Not discussed	Sheriff's mounted posse will help with event. Gators rented/reserved, portapotties scheduled. Need fence pricing approval. Should go over park layout. 3 Wifi hotspots	Everything is scheduled	Entertain schedule for both days established	Everything is ready, activities staffed. More shirts needed to ID group	Not discussed