



COMMUNITY ENGAGEMENT  
COMMITTEE MEETING  
1300 NE Village Street  
Fairview, OR 97024  
Wednesday, October 23, 2019

**PRESENT:**

Ginell Cooper  
Chelsea Jones  
Mary Wittkopf  
Corinna McGuire  
Kathy Kudrna  
Gail Swanson  
Council Liaison Keith Kudrna

**STAFF:**

Devree Leymaster, City Recorder

**1. CALL TO ORDER – 6:30 PM  
ROLL CALL**

**2. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS**

None.

**3. REVIEW AND ADOPT MINUTES: SEPTEMBER 25, 2019**

Member Jones moved to approve the minutes and Member Wittkopf seconded. The motion passed unanimously.

**4. EVENTS**

a. Debrief Fairview on the Green

Vice Chair Cooper reported the beer garden did not break even. The cost was \$420 and the proceeds were \$355. The difference to cover the cost was donated by Quality Diesel Parts. They are also sponsoring an ad for the Reynolds High School Thespian group in appreciation of their volunteer support at the event.

Committee discussed changing the event to the second or third Saturday in September. Will research the dates for other annual events. May also look at changing the event hours.

Other items discussed included:

- Need to increase food vendor participation.
- Maybe incorporate a “farmers market” feel.
- Keep the vendor stamp card.
- Potential vendor discount for early sign up.
- Possibly rent additional large tents (20 x 40) for the vendor area; portable heaters.
- Asking Planning Commissioner Wendy Lawton to draft a sponsor/donation letter.

b. Halloween Decorations

CR Leymaster reported the City Administrator approved the blow up pumpkin patch for the Council Chamber window and the window posters in the first floor offices along Park Lane for

Halloween night. CR Leymaster will put the items up, if assistance is needed will contact Members Swanson and/or McGuire.

c. Veterans Day Decorations

CR Leymaster shared the patriotic pole banners and “Fairview Honors all Who Served” street banners are scheduled to be put up between November 4 and 6 and to be taken down between November 13 and 15.

Committee discussed and agreed to purchase yellow bows as the budget allows. CR Leymaster will order them. Member Swanson offered to put them up.

d. Christmas Tree Lighting

Committee reviewed the event logistics and aspects of the event.

- CR Leymaster reported that PlayEast will host the craft table.
- Member Swanson volunteered to be Mrs. Clause. She will roam around the event area(s).
- CR Leymaster will contact Anthem Church. Volunteers and return of the Santa suit.
- CR Leymaster will invite Reynolds and Walt Morey Middle School choirs to perform at the tree lighting and to roam as carolers.
- CR Leymaster will invite the Fairview Library to host story-time.
- CR Leymaster will rent large coffee pots for the event.
- Event layout: Santa Land in Chambers (Santa & crafts), story-time in alcove outside Chambers, hot chocolate/cider and cookies downstairs, photo ops outside (decorate a tent).
- Will have letters to Santa and face painting. Location TBD.
- Better signage outside about activities in City Hall.
- “What the Winter Holiday Means to Me” art submission. Member Wittkopf will create a template. Member Jones will email to SUN Coordinators. Due date is November 22. Will post the submissions around City Hall.

**5. COMMITTEE DISCUSSION ITEMS/UPDATES**

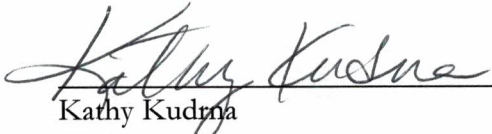
Committee agreed to reschedule the November 27 meeting to November 13 and schedule a tentative meeting November 25 as needed for the Tree Lighting. Will not reschedule the December 25 meeting; next regular meeting will be January 22, 2020.


**6. TENTATIVE AGENDA ITEMS – NOVEMBER 13, 2019**

Christmas Tree Lighting

**7. ADJOURNMENT**

The meeting adjourned at 7:40 PM by consensus.

  
Kathy Kudrna  
Chair

  
Devree Leymaster  
City Recorder

NOV 19, 2019  
Date