

AGENDA
BLACKBERRY JAM FESTIVAL COMMITTEE
TUESDAY, January 14, 2020 – 7:00 P.M.
Maggie Osgood Library

1. **CALL TO ORDER**
 - **Introduction of new members**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES – December 10, 2019**
4. **BUSINESS –**
 - **Appoint Chair and Vice-Chair**
 - **Review Policy on Membership**
5. **OTHER BUSINESS**
6. **ADJOURN**

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 48 hours before the meeting to the City Clerk, Joyce Donnell, at 541-937-2157.

City of Lowell, Oregon
Minutes of the Blackberry Jam Festival Committee Meeting
December 10, 2019

The meeting was called to order at 7:02 PM by Chair Lon Dragt

Members Present: Lon Dragt, Pam Baumann, Michael & Virginia Galvin, George Wild, Gerry Burr, Brad Anderson, John Myers, Lonna Bennett, Joyce Donnell, CA Jared Cobb

Approval of Minutes: George Wild moved to approve the Minutes for November 12, 2019, second by Gerry Burr. Approved by consensus.

Business:

- **Discuss Advertising Coordinator** – Chair Dragt informed the committee that Bailey Sitts who volunteered to do the program will be moving and unable to perform the task. Discussion about the program and website followed and the need to locate someone to assist in coordinating this area. The advertiser list from previous years was discussed and some of those without an assigned BBJ member were reassigned, will review unassigned advertisers at next meeting. CA will bring a proposal to the next meeting on what differentiates an advertiser from a sponsor level.
- **Discuss/Plan Park Footprint for 2020 Festival** – CA Cobb presented two proposals for the committee to discuss. After much discussion, Option 1 with some minor revisions was agreed upon. Portable toilets location in the park will remain the same as last year.

Other Business:

- Chair Dragt stated he is continuing to work on the BBJ Procedure Handbook, information has been gathered and now needs to be organized and printed. Brad Anderson stated he is moving forward with the Cornhole Tournament and is working on getting sponsors.

Adjourn: 8:06 PM

Approved: _____
Lon Dragt - Chair

Date: _____

Attest: _____
Jared Cobb – City Recorder

Date: _____

- (d) *Reporting.* An annual report describing the activities of the previous calendar year shall be submitted by January 31 of each year.

Sec. 2.627. Blackberry Jam Festival Committee.

There is hereby established a Blackberry Jam Festival Committee (BBJ Festival Committee). The BBJ Festival Committee shall serve as a standing decision-making body within the constraints of the approved operating budget and City of Lowell policies and procedures.

- (a) *Membership.* The BBJ Festival Committee shall consist of five members residing within the City of Lowell or communities of Dexter, Trent, Fall Creek, and Unity.
- (b) *Term of office.* Members of the Blackberry Jam Festival Committee shall serve a term of two years. Expiration of the terms shall be staggered such that the terms of three members expire on December 31st of odd numbered years and the terms of two members expire on December 31st of even numbered years.
- (c) *Additional officers.* The committee may appoint additional officers, as necessary, to accomplish its objectives, and such other non-voting members to organize and operate the Blackberry Jam Festival.
- (d) *Powers and duties.* The BBJ Festival Committee shall organize and operate a community event to accomplish the following goals:
- (1) Provide exposure to Lowell's many recreational opportunities and community spirit.
 - (2) Provide a marketplace for local crafters and food vendors.
 - (3) Provide a venue for local non-profit fundraising activities.
 - (4) Increase tourism in the City of Lowell, surrounding communities, and Lane County.
- (e) *Reporting.* An annual report describing the activities of the previous event shall be submitted by August 31 of each year.
- (Ord. No. 294)

BLACKBERRY JAM FESTIVAL*

Sec. 2.900. Blackberry Jam Festival policy and procedures.

Sec. 2.901. Organization and responsibilities established.

(a) *Blackberry Jam (BBJ) Festival concept.* The Lowell BBJ Festival is intended to be a community event for the City of Lowell, the adjoining unincorporated communities of Dexter, Trent, Fall Creek and Unity, and rural areas of Lane County surrounding Lowell. BBJ Festival goals are as follows:

- (1) Provide an exposure to Lowell's many recreational opportunities and community spirit.

***Note**—Lowell Revised Code Sections 2.900 through 2.904 are adopted by Ordinance 253 unless specified otherwise.

BBJ Layout



Google Earth

Legend



600 ft

Food Vendors (1)

Food Vendors (5)

Restroom (1)

Handicap Parking (3)

Vendors (12)

Vendors (9)

Vendors (6)

Info

Concert Area

Vendors (3)

Vendors (2)

Dining Area

Beer Garden

Vendors (2)

Kids Activities

Restroom (2)

Vendors (7)

Vendors (2)

Vendors (1)

Food Vendors (8)

Vendors (2)

Vendors (15)

Vendors 12

Entrance

Entrance