



City of Central Point
Multicultural Committee
Agenda

Monday, November 9, 2015
6:30 P.M.

Chair:

Members:

Amy Sweet
Christina Garrett
Cherie Reeves-Rutledge
Darlene Taylor
Candace Clements

Staff Liaison:

Council Liaison:

Deanna Casey
Tanea Browning

Central Point
Council Chambers
140 S. 3rd Street
Central Point, Oregon

Meeting time, date, or location may be subject to change. Please contact the City Recorder at 541-423-1026 for additional information.

- I. MEETING CALLED TO ORDER – 6:30 p.m.
- II. ROLL CALL
- III. PUBLIC APPEARANCES
- IV. APPROVAL OF MINUTES
 - A. Multicultural Committee Minutes from September 9, 2015.
- V. BUSINESS
 - A. Member Application Review
 - B. Community Christmas/Lights Parade
 - C. Planning Calendar for 2016
 - D. Review of the Medford Multicultural Fair
 - E. Liaison Reports
- VII. ADJOURNEMENT

**CITY OF CENTRAL POINT
Multicultural Committee Minutes
September 9, 2015**

I. REGULAR MEETING CALLED TO ORDER

Chair Amy Sweet called the meeting to order at 7:00 p.m.

III. ROLL CALL:

Roll call: Amy Sweet, Christina Garrett, Darlene Taylor, and Candace Clements were present. Cheri Reeves-Rutledge was absent. City Recorder Deanna Casey and Council Member Tanea Browning were also present.

IV. PUBLIC APPEARANCES AND CORRESPONDANCE

Ivan Vilosquez was in attendance. He stated that he wanted to see how the committee was doing and meet the members. He is a local business man in Central Point. He has been considering submitting a membership application.

V. APPROVAL OF MINUTES

A. Approval of April 13, 2015 Committee Minutes

Christina Garrett moved to approve the minutes as presented. Amy Sweet seconded. All said "aye" and the motion was approved.

VI. BUSINESS

A. Events

- **Medford Multicultural Committee:** The Committee scheduled their volunteer times and Amy Sweet will be the contact person. Deanna Casey will register the Committee online. Someone will come to City Hall to pick up the supplies for the booth. We can contact Mrs. Settell to see if she has any supplies that can be used. Mrs. Sweet explained the talking points for the new members. We advertise for other organizations to be involved in the Central Point Multicultural events. Events are also posted on their Facebook page.
- **Community Christmas, Saturday December 5th at 5:15:** There was discussion regarding a float for the Parade. Mrs. Browning stated that the camber will be doing something at the community Christmas. It was decided to have the next meeting in November so that they can discuss participation in the Lights Parade.
- **Chamber Market:** Mrs. Browning mentioned there will be a Market in the Chamber Parking lot. If the committee is interested she would waive the fee if they would like to set up a table to promote

- **Review of future event opportunities:** There was discussion of organizing a Pow Wow. Mrs. Taylor has a Blessing of the Salmon CD she could share to provide ideas. There was discussion of creating a story board of events and ideas for the Committee to post at events. Mrs. Taylor would take on the project of setting up the story board. Mrs. Browning stated that the Committee could work with the Chamber a Native American PowWow event. This could be a promotional event for Chamber businesses. Mrs. Garrett will talk to the City Parks Department regarding a date.

B. MAYA Scholarship Review

Mrs. Sweet discussed the issues with the May scholarship deadline. She would like to go back to the December/January award dates. She does not think that May was a good time because the kids were trying to finish up their classes and did not have time to review scholarship applications. There was a suggestion that the deadline be set for Martin Luther King Day, or by the end of January. The scholarship could be presented in February or March.

C. Liaison Reports

Mrs. Sweet explained that each committee member is to pick a cultural area to keep in touch with, and report back to the Committee.

Christina Garrett, Local Government: She has been watching news regarding the Expo. Cow Creek has given a large donation to rename the arena. They are creating several new events for the expo. November 13th and 14th will be a Market at the Expo with arts and crafts; November 21st is the Best of the West Wrestling Tournament; and November 26th is Southern Oregon Turkey Trot Run.

Amy Sweet, Faith Based Events: She has not heard of any events in this area in the near future.

Candace Clements, Animal Based events: There are several events coming to the VA in White City, and the Chinese New year in Jacksonville. At this time are no events at the Humane Society. She stated that she has a VW Bus that the Committee could use for the Lights Parade.

Darlene Taylor, Local Businesses. She will research for groups that provide scholarships for minorities. She is active with several business groups in the valley and the RCC Multicultural Group is very active.

Tanee Browning explained what the DIRT Park is and her involvement with the schools. The kids are really excited about the Bee Keeping changes in the City.

D. Review of Mission Statement:

City Recorder Deanna Casey stated that she added the Review of the Mission Statement because there are several new members on the committee. Once in a while it is good to review the mission. Mrs. Taylor stated that there are several multicultural legislative Committees/Commissions at the state level. She can keep the Committee updated on any new rules coming from the state.

VII. ADDITIONAL BUSINESS - None

VIII. ADJOURNMENT

Amy Sweet moved to adjourn, Candace Clements seconded, all said "aye" and the Multicultural Committee Meeting was adjourned at 8:29 p.m.

The foregoing minutes of the September 9, 2015 Multicultural Committee meeting were approved by the Committee at its meeting of November 9, 2015.

Dated:

Recorder Deanna Casey



APPLICATION FOR APPOINTMENT TO
CITY OF CENTRAL POINT COMMITTEE

Name: Dolores Cadwallader Date: Oct 26, 2015
Address: [REDACTED] Far West Ave. Central Point
Home Phone: [REDACTED] Business Phone: Same Cell Phone: Same
Fax: --- E-mail: [REDACTED]@msn.com

Are you a registered Voter with the State of Oregon? Yes No
Are you a city resident? Yes No

Which Committee(s) would you like to be appointed to: Multi-Cultural
(Dates of meetings are listed at the end of this application. Please make sure those dates work with your schedule before you apply. Council and Planning Commission members are required to file Ethics reports to the State of Oregon.)

Employment, professional, and volunteer background:
Caregiver - senior services, for family member (father)
Previous Preschool Teacher for KidVenture Central Point
(2008-2013) - Prior Child Care center owner in Phoenix
Volunteer (2000-2004) B.O.B. Volunteer

Community affiliations and activities:
I have volunteered in various city activities
and the parades. B.O.B. easter egg extravaganza
School Bazzars, Senior Center, Seven Oaks
Fieldtrips

Previous City appointments, offices, or activities:
Preschool teacher 2008-2013
City of Central point Remain involved
"KidVenture" with activities at
Easter, Christmas, volunteer KidVenture Preschool
B.O.B. volunteer (My granddaughter attends)
Fire District 3 field trips

As additional background for the Mayor and City Council, please answer the following questions.

1. Please explain why you are interested in the appointment and what you would offer to the community.

I feel with my biligual skills and knowledge of the culture, it could be a out reach.

2. Please describe what you believe are the major concerns of the City residents and businesses that this committee should be concerned about.

I think if the opportunity presents itself it would help bridge a gap that may exist with various cultures to become a part of the

3. Please provide any additional information or comments which you believe will assist the City Council in considering your application. →

I taught for the City of Central Point for 5 years involving myself in the resident and bussiness and schools. I believe with my experience with the city I can bring some good ideas.

4. Do you anticipate that any conflicts of interest will arise if you are appointed; and if so, how would you handle them?

I do not feel any will arise, and if it does, through communication, negotiation and understanding conflicts can be settled.

Meeting Dates (All meeting dates are subject to change or additions, times vary for each committee):

Arts Commission: Meeting dates vary

Citizens Advisory Committee: 2nd Tuesday of every quarter.

Council Meetings: 2nd and 4th Thursday of each month

Council Study Sessions: 3rd Monday of each month (subject to change)

Multicultural Committee: 2nd Monday Quarterly

Planning Commission: 1st Tuesday of each month

Parks and Recreation Committee/Foundation: Meeting dates vary

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation and/or omission of facts are cause for removal from any council, advisory committee, board or commission I may be appointed to. All information/documentation related to service for this position is subject to public record disclosure.

Date:

Oct 27, 2015

Signature:

Dela Cedillo

City through business and residents allowing
the opportunity to engage in city & business
activities

Community Christmas Lights Parade

Saturday, December 5th, 2015



Parade starts at 5:15 pm • Downtown Central Point
Join us at City Hall after the parade for fun activities!



Hay Rides
Games & Crafts
Visit with Santa Claus
Kiwanis Book Giveaway
Tree Lighting (6:00 pm)
View the floats up close after the parade!



Community Christmas Lights Parade Rules

Date: Saturday, December 5th, 2015

Check-in Time: 3:30 – 4:45 pm

Parade Start Time: 5:15 pm

1. All entries must incorporate a holiday theme and **be well lit with festive holiday lights**, including tow vehicles. Entries that are not brightly lit may not be allowed to be in the parade – if you have questions about your lighting plan, please ask! There is no such thing as too many lights! *Guidelines:*
 - **Walkers** – Suggested minimum of 300 battery powered lights or 72 inch glow product.
 - **Vehicles** – Suggested minimum of 1200 lights.
 - **Floats** – Suggested minimum of 4000 lights.
2. Instructions by parade staff must be followed at all times. Violations may result in immediate removal from parade.
3. Santa Claus and Mrs. Claus will arrive by special invitation. No additional live Santas are allowed; however, statues or blow ups of Santa are acceptable.
4. Holiday themed music is encouraged at a reasonable volume, but no other genres of music will be allowed. Sound systems may not be used for broadcasting messages. Please be aware of your volume to prevent drowning out other groups.
5. All materials used must be flame retardant. A properly rated, currently tagged fire extinguisher is highly recommended, the Fire Marshal will have final say on requirements that must be met.
6. Vehicles need to turn off vehicle headlights while on parade route in order to showcase the holiday lights on all parade entries. No weaving or zig zagging of vehicles will be allowed, it will be dark and there are small children watching the parade and they are hard to see.
7. All vehicles must be listed on the Vehicle Information Form and submit proof of insurance with their application. Unapproved vehicles will not be allowed in the parade. Vehicles participating in the parade must be in good running order and be able to idle for periods of time without overheating.
8. The Event has the right to limit the lengths or types of entries. Car clubs cannot exceed 16 vehicles, and must have 2 rows of cars if more than 8 vehicles are entered. All animal entries must provide their own cleanup crew.
9. **Throwing/tossing items is strictly prohibited. Entries may hand out appropriate holiday items after the parade; we can stage your parade entry and your group at City Hall. All items you wish to hand out or sell must be noted on your application and approved.** This decision was made to help keep the street clean, reduce paper, and keep spectators safe.
10. You have the option for your group to stage at City Hall after the parade for public interaction. If you choose to stage at City Hall, a City Employee will direct you to your spot; you will not be able to leave the City Hall area until after the event concludes at 8:00 pm for the safety of the public.
11. Religious expression is permitted, but please be respectful to all faiths and refrain from proselytizing.
12. **Entries must be checked in and staged by 4:45 pm on December 5th**, approved applicants will receive additional staging information. Entries checking in late may not be allowed to participate.
13. The deadline for applications is Monday, November 23rd at 4:30 pm, or when the parade is full (a full parade is determined by the event and includes the number of entries and length of each entry).
14. An entry fee of \$10 is due with your application. No refunds will be issued for cancelled entries.

Mail: Central Point Parks & Recreation, Attn: Sarah
140 S Third Street, Central Point OR 97502

Email: Sarah.Garceau@centralpointoregon.gov
Phone: (541) 664-3321, 265 **Fax:** (541) 664-6384

Community Christmas Lights Parade Application

Entry fee is \$10 per group. Please make entry fee checks payable to the City of Central Point.

Organization/Group _____

Contact Person _____ Email _____

Phone (Day) _____ Address _____

Phone (Cell) _____ City/Zip _____

Entry Information: A photo, sketch, and/or artist's rendering of the entry MUST be attached to this entry form

1) Type of Entry (check all that apply):

- Motorized Vehicle
- Towed Trailer
- Animals
- Walkers
- Other _____

3) Number of Vehicles _____

4) Number of Walkers _____

5) Music/Noise:

- None
- Live Band
- Recorded Music
- Singers
- Other _____

2) Total Entry Length _____

6) Would your group like to be "staged" at City Hall after the parade for up close visits from the public? No Yes

7) Will your group be handing out items at City Hall? (Remember, can't be during parade!): No Yes _____

8) Have you participated in this parade before? No Yes, year(s) _____

If yes, have you added additional lighting? No Yes

9) Please provide a detailed description of illumination plan and your power source (e.g., 600 ft. rope lights, 800 ft. LED Christmas lights, flood lights, etc.) (e.g., generator, batteries, ac/dc converters, etc): _____

10) Do you have any special requests? _____

Liability Release and Rules Agreement

Application is hereby made for entry in the Community Christmas Lights Parade, December 5, 2015. The entry agrees to indemnify, hold harmless and defend against any action against City of Central Point, all sponsoring organizations and their officers, directors, employees and agents from and against all liabilities whatsoever arising out of its participation in the Parade. **By signing below I acknowledge that I have read, understand and agree to comply with the rules.** Failure to comply may cause denial of entry on parade day or jeopardize future parade participation.

Print Name _____ Signature _____ Date _____

Please include: Photo/Sketch Entry Fee Insurance for ALL Vehicles and Vehicle Information Form

<i>Official Use Only:</i> Fee Paid _____ Approved _____ Parade Number _____ Notes _____

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Phone: (541) 664-3321, 265 **Fax:** (541) 664-6384

Community Christmas Lights Parade Application

Vehicle Information Form

If you have noted on the previous page that you will have one or more motorized vehicles in the parade, please fill out the following. All vehicles must submit a copy of their insurance.

Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Official Use Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____
Vehicle Make/Model _____ License # _____ Driver Name _____ Driver Phone _____		Insurance Submitted? _____



Community Christmas Lights Parade

Rules for Booth Space at City Hall

Date: Saturday, December 5th, 2015

Set-Up Time: 3:00 – 4:00 pm

Event Time: 5:00 – 8:00 pm

Parade Start: 5:15 pm

Tree Lighting: 6:00 pm

Clean-Up Time: 8:00 pm (No early breakdown!)

Event Rules for Booth Space at City Hall:

1. Booth Space at City Hall is limited and requests will be reviewed and considered on a first come, first served basis. Submitting an application does not automatically grant booth space, all applicants will be contacted with final decisions.

2. Booth Fees are as follows:

Booth Size	Food Booth	Non-Food
10x10 (100 ft ²)	\$20	\$10
10x20 (200 ft ²)	\$30	\$15

3. Please note the booth space only allows for the square footage of your booth, you will need to provide all tables and canopies. All booths will be located outside, rain or shine, be prepared!
4. There are no refunds, for any reason, if you decide to back out of your booth space after your application is approved and payment is made.
5. All vehicles not approved as part of your booth must be removed from closed streets by 4:00 pm, no exceptions! If you need to drive items to your booth, please ensure everything is delivered by 4:00 pm.
6. We encourage all booths to decorate with Christmas lights to fit the event theme and be easily seen since this event occurs in the dark. Please bring your own lights and extension cords.
7. Food vendors must provide a copy of their health department licenses and insurance.
8. If you are entering the parade, you can have a booth at your parade entry viewing location at no extra charge, as long as no sales occur. However, if you would like your booth at a separate location or wish to sell items, you will be subject to the fees above.
9. Please keep a copy of the rules and application for your records!

Community Christmas Lights Parade Rules

Application for Booth Space at City Hall

Contact Information

Organization/Group _____
Contact Person _____ Email _____
Phone (Day) _____ Address _____
Phone (Cell) _____ City/Zip _____

Booth Information

- 1) Booth Activity: Food Sales Product Sales Giveaways Free Game/Craft Business Promotion
- 2) Booth Size: 10x10 10x20 Other: _____
- 3) Please describe all booth activity (if selling food include a full menu with prices): _____

- 4) Do you need electricity? No Yes, I will need power for _____
- 5) Do you have an entry in the parade? No Yes
If yes, do you want your booth by your parade entry or at a separate location?
- 6) Do you have any special requests? _____

Liability Release and Rules Agreement

Application is hereby made for booth space at City Hall for the Community Christmas Lights Parade, December 5, 2015. The organization/group agrees to indemnify, hold harmless and defend against any action against City of Central Point, all sponsoring organizations and their officers, directors, employees and agents from and against all liabilities whatsoever arising out of its participation in the event.

Print Name _____ Signature _____ Date _____

Official Use Only: Approved _____ Fee Paid _____ Notes _____



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 MEDFORD OR
 PERMIT NO. 110

Calendar of Events - Winter/Spring 2015-16

Event	Date	Time	Location
Community Christmas Lights Parade	December 5	5:15 - 8:00 pm	E. Pine Street & City Hall
Crater Foundation Scholarship Dessert Auction	December 5	6:00 pm	Crater High School Gym
Christmas Holiday	December 24 & 25	City Offices Closed	
New Years Holiday	January 1	City Offices Closed	
Martin Luther King Jr. Day	January 18	City Offices Closed	
Spring Break	March 21 - 25	All Public Schools Closed	
Easter Eggstravaganza	March 26	10:00 am - 12:00 pm	Twin Creeks Park
Arbor Day	April 8?	TBA	TBA
City Wide Yard Sale	May 7	8:00 am - 3:00 pm	Central Point
Memorial Day Commemoration	May 30	10:00 - 11:00 am	Don Jones Memorial Park
Battle of the Bones	June 24 & 25	TBD	Twin Creeks Park

**Visit the Central Point
 Parks & Recreation
 Website**



**GET OUT AND VISIT ONE OF
 OUR GREAT PARKS TODAY!**