



8040 S. 6TH Street
Oak Creek, WI 53154
(414) 766-7000
Heritage Room

Kyle Kolhouse – Chair
Kristi Maggard – Secretary

CELEBRATIONS COMMISSION MINUTES

THURSDAY, APRIL 7, 2022

6:00 P.M.

The City's Vision

Oak Creek: A dynamic regional leader, connected to our community, driving the future of the south shore.

1. **Roll Call:** Present: Chairperson K. Kolhouse, R. Atwood, C. Kolhouse, K. Maggard, R. Maggard, T. Rufer, C. Fransisco, J. Kroening. Absent: C. Bautch
2. **Review and take action on Treasurer's report.**
 - a. Commissioner J. Kroening, moved to approve the Treasurer's report of 3/03/2022, seconded by R. Maggard on roll call, all voted aye, vote was unanimous, motion carried.
3. **Approval of March 3rd, 2022 minutes.**
 - a. Commissioner C. Fransisco, seconded by Commissioner K. Maggard, moved to approve the minutes of 03/03/2022. On roll call, all voted aye, vote was unanimous, motion carried.
4. **Easter discussion.**
 - a. Commissioner T. Rufer reported that signs are completed for the designated hunt areas. 3 signs total including 0-2 year age group (1), 5 and under (1) and 6 and older (1).
 - b. Commissioner K. Kolhouse confirmed the procurement of garbage cans and stakes.
 - c. Review of map detailing sectioned off areas for egg drop and child age groups. Commission members present approved map details.
 - d. Confirmed that Commissioner C. Fransisco will take responsibility for table set up.
 - e. Commissioner C. Fransisco reported that all the egg collection bags for kids are ready and eggs are filled. Extra candy available to distribute on the day of the event. Bubbles were also procured to pass out for kids in the younger age group.
 - f. Commissioner K. Kolhouse reports that he will be looking into sound equipment including a bullhorn and/or microphone and speaker for announcement of the start of the egg hunt.
 - g. Commissioner K. Kolhouse will bring the easter bunny costume. If one is not found in the storage unit he will obtain one from South Milwaukee.
 - h. Commissioner K. Kolhouse proposed to find chair for Easter bunny to sit for photo op. Commissioner R. Atwood and Commissioner T. Rufer will bring chairs.
 - i. Commissioner R. Maggard confirmed that he has the caution tape for set up of the egg hunt areas.
 - j. Commissioner K. Kolhouse reported concern about parking at Abendschein Park. Commissioner K. Kolhouse thought next year would be a good idea to involve police, fire and paramedics with the event to help with navigating people and with parking. Commissioner C. Fransisco has volunteers to help direct foot traffic to the egg hunt location.
 - k. Commissioner C. Fransisco clarified information for reimbursement regarding money spent on Amazon related to the egg hunt. Commissioner C. Kolhouse will investigate reimbursement for monies spent.

5. **July Celebration discussion.**

- a. Review of the Acorn ad for the 4th of July. Commissioner R. Atwood identified error in the day of the parade. Corrections identified and include: 'Sunday' vs 'Monday', redundancy of the information, including date and time. Would like to include shuttle service before and after the fireworks to and from the American Legion in the Acorn. Commissioner K. Maggard to contact Leslie with corrections for the Acorn.
- b. Commissioner R. Atwood reports Legion specifics for this year: No popcorn (lemon ice, ice cream and kettle corn), remove the term 'women' from auxiliary club, will have DJ, will need to organize with Legion club to review changes to the plan and any additions or eliminations for this year. Review of website link. Will need to remove 'party like it's 1776' from all the 4th of July information.
- c. Commissioner C. Kolhouse raised question regarding Cedar Crest ice cream and who provides for the event. Commissioner R. Atwood to investigate this further.
- d. Commissioner R. Atwood raised the question about obtaining a wash station and port a potty at the Legion for shuttle service before and after the fireworks.
- e. Commissioner K. Kolhouse led discussion with review of the parade participation request form. Question including the email for responses and if we have access to the listed email on the form. Commissioner K. Kolhouse agreed to investigate email address.
- f. Commissioner R. Atwood to investigate food trucks at the Legion and if they want to relocate to the fireworks to continue selling at the fireworks.
- g. Commissioner R. Maggard raised a question regarding limit for parade participants. Commissioner K. Kolhouse reports no limit for parade and will accept all applications.
- h. Commissioner C. Kolhouse asked for an addition to the participation request form to identify those applicants would be contacted regarding receipt of their application submission and participation in the parade upon request. Commissioner K. Kolhouse to provide follow up with this request and modify application form.
- i. Commissioner K. Kolhouse shared last year's action agenda items from ad hoc committee. Hand out was passed and current commission members reviewed action items from past years event.
- j. Commissioner K. Kolhouse discussed business list and sponsorship level and whether hand delivery vs mail delivery is best distribution option.
- k. Commissioner K. Maggard identified that a google doc for tracking who is contacting for sponsorship would be helpful moving forward. Commissioner K. Kolhouse to create google doc and post in shared drive.
- l. Commissioner K. Kolhouse asked commission members if we would want to pay money for any parade participants. Commissioner C. Kolhouse mentioned the possibility of a balloon artist or the dancing grannies or possibly animals or camels for the parade.
- m. Decided by members to forgo 'theme' for the parade and 4th celebration. Will keep it 4th of July celebration.
- n. Commissioner R. Atwood asked to investigate signs for the Legion including additional parking, shuttle pick up here, drop off here etc. Commissioner R. Atwood recommended we turn on the crosswalk sign on Shepard Ave by East Middle School during and after the fireworks event.
- o. Commissioner K. Kolhouse discussed procurement of flags for handing out during parade route.

Next Meeting: May 5, 2022

6. **Adjournment:** Motion by Commissioner J. Kroening to adjourn meeting at 7:15 p.m. Motion seconded by Commissioner R. Maggard, all voted aye, vote was unanimous, motion carried.