



8040 S. 6TH Street
Oak Creek, WI 53154
(414) 766-7000
Heritage Room
Kyle Kolhouse – Chair
Kristiana Maggard– Secretary

CELEBRATIONS COMMISSION MINUTES

October 20, 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, Commissioner R. Atwood, Commissioner C. Kolhouse, Commissioner K. Maggard, Commissioner R. Maggard, Commissioner T. Rufer, Commissioner C. Bautch. Excused Absent: Commissioner C. Francisco and Commissioner J. Kroening.
2. **Review and take action on Treasurer's report.**
 - a. Commissioner C. Kolhouse, moved to approve the Treasurer's report of 10/20/2022, seconded by Commissioner R. Atwood. On roll call, all voted aye, vote was unanimous, motion carried.
3. **Approval of September 9, 2022 minutes.**
 - a. Commissioner K. Maggard reported that quorum was not met for meeting in September. Will forgo approval of minutes as no official minutes were taken. No voting or official business occurred.
4. **Discuss Light the Square and Giving Tree events.**
 - a. Commissioner K. Kolhouse confirmed free cocoa distribution by the Salvation Army.
 - b. Commissioner K. Maggard volunteered to hand out posters to local businesses to promote Light the Square event.
 - c. Commissioner K. Kolhouse to liaison with Leslie Flynn regarding promotional items for both events.
 - d. Commissioner C. Bautch volunteered to investigate the replacement or procurement of sound equipment for the Celebrations Committee for Light the Square event and all future events.
 - e. Commissioner K. Kolhouse confirmed a cappella group to perform at the Light the Square event. Discussion included outdoors vs. indoors and appropriate sound equipment.
 - f. Commissioner R. Maggard questioned the ability to play the Peanuts movie outdoors during the event as an added activity at the Light the Square event. Discussion included possibility for the future however will not include in this year's event.
 - g. Commissioner C. Kolhouse tabled the outdoor movie and proposes to wait for next year. Commissioner K. Maggard agreed with decision. Will not do an outdoor movie for this year's event.
 - h. Commissioner K. Kolhouse will ask Valentine Coffee for donation of coffee during the Light the Square event.
 - i. Commissioner K. Maggard will investigate outdoor s'mores station for Light the Square event.

- j. Commissioner K. Kolhouse gave an update on volunteers for the Light the Square event. 30-40 teens in a high school organization called the Volunteer of Oak Creek High School (VOC) will be available to assist with the event. Committee decided together that we could use 20 volunteers.
- k. Commissioner R. Maggard to order new volunteer vests to use at the Light the Square event and future events.
- l. Commissioner R. Maggard to be point person for Salvation Army cocoa night at the Light the Square event.
- m. Commissioner K. Maggard to coordinate obtaining Anna, Elsa and Olaf characters for Light the Square event.
- n. Commissioner T. Rufer provided an update on new Santa for the event. Santa Gordon from Gigsalad.com. will be at the event. He reports that he will come 4:30-8 p.m., \$500 for the event. He is from the Milwaukee area.
- o. Commissioner T. Rufer suggested a coloring station with coloring pages from the non-profit organization called Color a Smile.
- p. Commissioner K. Kolhouse reported that we are not doing Letters to Santa this year. Commissioner C. Bautch asks if we could investigate doing it. Price was checked and found to be \$640. It was decided by the committee to forgo this year.
- q. Commissioner K. Maggard suggested a glow stick handout for the event. Commissioner C. Kolhouse to investigate purchase of Christmas glow sticks.
- r. Commissioner T. Rufer and Commissioner K. Kolhouse will collaborate in the writing of a script for the light company to record ahead of time for the countdown to the tree lighting along with a thank you to our top sponsors: Educators Credit Union and Stramowski Heating Inc.
- s. Commissioner C. Kolhouse asked if there will be a photographer for the event. Commissioner C. Kolhouse suggested Angela Photography. Commissioner K. Kolhouse suggested a donation and PR as compensation for photographing the event. Commissioner T. Rufer suggested reaching out to students at UWM who may want experience photographing or videoing of the event. The Committee agreed that is the best option and Commissioner T. Rufer to investigate UWM.
- t. Commissioner R. Atwood suggested a sign or person to direct people indoors to activities and snacks inside. Commissioner C. Kolhouse suggested printing sandwich boards to place outside and inside to direct traffic throughout the event. Commissioner K. Kolhouse to investigate the procurement of signage.
- u. Commissioner K. Kolhouse to reach out to City to determine when the renovation of the clock tower will be complete and if this will interfere with the event as the doors leading into the square are currently closed.
- v. Commissioner K. Kolhouse recommended pairing with the high school to promote a holiday cheer event.
- w. Commissioner C. Kolhouse reported that 100 stockings were purchased last year and we would need to increase that number for this years' event.
- x. Commissioner C. Kolhouse to reach back out to the other nursing home, reported she has not heard back yet.
- y. Commissioner K. Maggard suggested set up for holiday cheer event on Sunday, November 28, 4-7 p.m.. Committee agreed and date set for event setup and decoration.
- z. Commissioner C. Kolhouse suggested Spreading Holiday Cheer event to end December 17th and distribution to nursing homes to occur the following week, depending on what works for the nursing home. Commissioner K. Maggard seconds the suggestion and end date for collecting items for Spreading Holiday Cheer is set for December 17th.
- aa. K. Kolhouse to investigate volunteers from the high school for the assembly and distribution of stockings to the community nursing homes.

5. **Discuss and take action on 2023 event dates.**
 - a. Commissioner K. Kolhouse proposed the event for Easter be set for April 1, 2023.
 - b. Commissioner K. Kolhouse proposed the July 4th for summer event of 4th of July.
 - c. Commissioner K. Kolhouse proposed the Halloween Safe Site and Trick or Treating be set for October 29, 2023.
 - d. Commissioner K. Kolhouse proposed the Light the Square event be set for Friday, December 8, 2023.
 - e. K. Maggard moved to accept dates. R. Atwood seconds. On roll call, all voted aye. Vote was unanimous, motion carried. Dates for the 2023 events are set.

Next Meeting: November 17, 2022

6. **Adjournment:** Motion by Commissioner R. Maggard to adjourn meeting at 7:14 p.m. Motion seconded by Commissioner R. Atwood. All voted aye, vote was unanimous. Motion carried.