



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

CELEBRATIONS COMMISSION MINUTES

November 17, 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 C. Bautcher, Commissioner T. Rufer, Commissioner C. Fransisco, Commissioner R. Atwood, Commissioner K. Maggard, Commissioner R. Maggard, Excused Absent: Commissioner C. Kolhouse, and Commissioner J. Kroening. Guest in attendance: C. Schaack,
2. **Review and take action on Treasurer's report.**
 - a. Commissioner C. Kolhouse presented current state of finances. Commissioner R. Maggard moved to approve the Treasurer's report of 11/17/2022, seconded by Commissioner C. Bautcher on roll call, all voted aye, vote was unanimous, motion carried.
3. **Approval of October 10, 2022 minutes.**
4. Commissioner K. Maggard moved to approve minutes. Seconded by Commissioner R. Maggard on roll call, all voted aye, vote was unanimous, motion carried.
5. **Discuss Light the Square and Giving Tree events.**
 - a. Commissioner K. Maggard report that list has been printed
 - b. Chairperson K. Kolhouse has 5 volunteers to help decorate and decorating for the tree will take place in the civic center lobby Sunday after Thanksgiving 4-7pm.
 - c. Commissioner C. Fransisco reports there is no online shopping list this year. Committee in agreement that this was not taken advantage of in the past and to forego the online list.
 - d. Commissioner K. Maggard to reach out to Leslie about Facebook graphic and the signage to go along with the spreading holiday cheer event display
 - e. Commissioner K. Maggard raises question if there are any other Skilled nursing home participating in the event. Chairperson K. Kolhouse confirmed that no other SNF has confirmed, and we will just be doing Booth Manor.
 - f. Commissioner C. Fransisco to coordinate the craft and reports that she will need 20 crafts for residents.
 - g. Commissioner C. Kolhouse will pick up stockings and bring them to the set up.
 - h. Commissioner R. Maggard discussed filling and organizing stockings on Sunday December 18th 2-4pm at the location of 13th and Rawson (720 E 13th street Oak Creek WI)
 - i. Chairperson K. Kolhouse confirmed that frozen characters will be present during the event
 - j. Commissioner K. Maggard to send Commissioner C. Fransisco information from library wrapping even to be shared along with our event

- k. Commissioner C. Kolhouse let the committee know that it did not look like it was possible to rent a s'more station for outdoors.
- l. Commissioner R. Maggard to order the candy canes
- m. Chairperson K. Kolhouse has not heard from popcorn vendors as of this date, they are trying but have not confirmed availability.
- n. Chairperson K. Kolhouse confirmed he is coordinating with police for presence at the event.
- o. Commissioner R. Atwood suggests giving police something to carry the candy canes in and pass them out.
- p. Commissioner C. Fransisco provides update on indoor crafts and games for families. They will be like last year and will be creating more decorations for the space.
- q. Chairperson K. Kolhouse obtained 14 teen volunteers for the event, 2 will be stationed in the library.
- r. Commissioner C. Fransisco to reach out for face painters.
- s. Commissioner K. Maggard to ask for backdrop for the frozen characters to take pictures and photo op.
- t. Commissioner C. Fransisco confirmed Jelly stone story time and they will need trademark form completed prior to posting anything for the event.
- u. Chairperson K. Kolhouse confirmed that Mayor Dan will attend the event.
- v. Commissioner T. Rufer and Chairperson K. Kolhouse completed the script for light show event announcement and presented it to the group.
- w. Chairperson K. Kolhouse provided example how the advertisements for our top donors for the event will work including Stramowski heating and air and Educators Credit Union.
- x. Group discussed sandwich boards to use as signage to direct participants indoors at the event.
- y. Chairperson K. Kolhouse confirmed that doors on the north entrance of the library will be open for the event.
- z. Commissioner R. Atwood suggests mayor making an announcement during the event that there are family activities available indoors.
- aa. Heated tents are available and will be at the event.
- bb. Group confirmed that Santa will be in the lobby at the civic center and available for pictures.
- cc. Letters to Santa will not run this year. Commission to place on the agenda for bringing the event back next year.
- dd. Commissioner C. Fransisco confirms that Jellystone will do story readings 5:30, 6:30, and 7:30pm in the multipurpose room.
- ee. Commissioner K. Maggard sent updated fact sheets for both events to Leslie
- ff. Chairperson K. Kolhouse confirmed tree lighting will be 6-6:30pm
- gg. Commissioner R. Maggard will order vests for volunteers.
- hh. Commissioner T. Rufer to be point person for the hot cocoa and salvation army.

6. **Next Meeting:** December 9, 2022

7. **Adjournment**

- a. Motion by Commissioner C. Bautcher to adjourn meeting at 7:11 p.m. motion seconded by Commissioner R. Maggard, all voted aye, vote was unanimous, motion carried.