



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

CELEBRATIONS COMMISSION MINUTES

THURSDAY, JUNE 1, 2023

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: Commissioner C. Francisco, Commissioner R. Atwood, Commissioner K. Maggard, Commissioner R. Maggard, Commissioner C. Schaack, Commissioner T. Rufer, Commissioner M. Guse. Guest in attendance: Sergeant Wesley Jerving from the Oak Creek Police Department. Excused Absent: Chairperson K. Kolhouse. Late Arrival: Commissioner C. Kolhouse.
2. **Review and Take Action on Treasurer's report.**
 - a. Commissioner R. Maggard reported current available funds \$21,594.08. To date with committed purchases for the 4th of July event we will be over budget. The City, the controller, and Chairperson K. Kolhouse came to an agreement about how the City can better fund the City event moving forward. No agreement was obtained in this discussion. There are plans for future discussions to finalize details on funding.
 - b. Commissioner R. Atwood moved to accept financial report. Seconded by Commissioner C. Schaack. On roll call, all voted aye. Vote was unanimous, motion carried.
3. **Approval of May 11, 2023 minutes.**
 - a. Commissioner K. Maggard presented the revised minutes from May 11 meeting. Commissioner C. Francisco moved to approve minutes. Seconded by Commissioner R. Atwood. On roll call, all voted aye. Vote was unanimous, motion carried.
4. **Discuss 4th of July Event.**
 - a. Commissioner R. Atwood presented questions regarding forms, signs, and permits for the event. Will discuss with Chairperson K. Kolhouse.
 - b. Commissioner C. Schaack confirmed volunteers 12 from high school and 10 volunteers from the Oak Creek Leos. Kristy Renae confirmed with Commissioner C. Schaack the number of volunteers committed for the event.
 - c. Commissioner C. Francisco reported that she has confirmed parade participation from approximately less than 50% of previous participants.
 - d. Commissioner C. Francisco will send reminder email to previous participants that have yet to turn in their forms.
 - e. Commissioner C. Francisco reported 30 floats/participants have confirmed for the parade.
 - f. Commissioner R. Maggard suggests Facebook blast for promoting parade participation, including link.
 - g. Commissioner R. Maggard to follow up with Chairperson K. Kolhouse regarding Robin's list of questions forms, signs, and permits.

- h. Commissioner K. Maggard and Commissioner M. Guse to coordinate in social media management for the upcoming event. Will use Canva.com to manage social media graphics and posts.
- i. Commissioner C. Schaack informed the Commission that the Robotics Club plans to participate in parade and we would have use of the t-shirt cannon during the parade only.
- j. Commissioner C. Francisco reported approximately 20 t-shirts were donated by the t-shirt company.
- k. Commissioner M. Guse reported the t-shirt store donated just over \$1000 of merchandise to be distributed throughout the day at any time. They have committed to 10% of total sales would be returned to the Oak Creek Community.
- l. Report from Chairperson K. Kolhouse presented by Commissioner R. Maggard states that the band Sweet Sheiks have been hired to perform at Lake Vista Park from 5-8 p.m. for \$250. Commissioner R. Maggard reported that Chairperson K. Kolhouse has ordered 15 picnic tables to be dropped off in the parking lot on Monday, July 3rd. We will need volunteers arrange them.
- m. Discover youth have confirmed they will run concessions during the fireworks at Lake Vista Park.
- n. Same bus schedule will be used as last year, with 5 buses at the beginning and 7+ to shuttle participants back to the parking lot.
- o. Sergeant Wesley Jerving reported the Oak Creek Police have committed 17 officers and 2 supervisors to be present during the days' events. 11 officers will be at the fireworks, placed at intersections directing traffic.
- p. Commission reviewed plan for parking and traffic with Sergeant Wesley Jerving and approved road parking, directional traffic pattern, and road closures for the event. Updated map with blocked roads finalized and Commission approves to submit to City.
- q. Chairperson K. Kolhouse has confirmation with Kevin Archambeau from DPW, with approval for event.
- r. Commissioner R. Maggard motioned to open the roll for those arriving late to the meeting Seconded by Commissioner C. Schaack. On roll call, all voted aye. Vote was unanimous, motion carried. Chairperson K. Kolhouse and Commissioner C. Kolhouse added to the roll.
- s. Commissioner C. Francisco provided update on food trucks. Four food trucks approved with two messages out waiting for confirmation serving at Lake Vista Park from 5 p.m. until food is gone.
- t. Commissioner M. Guse reported that Oak Creek Youth Basketball has requested to operate a lemonade stand at Lake Vista Park before the fireworks. Commissioner R. Maggard questioned if they need a permit. Decided that they do not. Commissioner K. Maggard moved to approve. Seconded by Commissioner R. Maggard. On roll call, all voted aye. Vote was unanimous, motion carried.
- u. Chairperson K. Kolhouse reported that he has confirmed the shuttle buses will run from East Middle School beginning at 4 p.m.
- v. Commissioner R. Atwood asked how many barricades are needed for parade lineup. Chairperson K. Kolhouse indicated 8 will be needed.
- w. We will have 6 garbage cans for fireworks at Lake Vista Park plus garbage bags.
- x. Commissioner R. Atwood will look into completing a CRA to Kevin Archambeau at DPW to obtain signage for the parade route and fireworks. Commissioner R. Atwood stated that we will need to get our own signage for shuttle pick up and buses. Commissioner C. Kolhouse adds that we should also do additional signage regarding parade participant drop off areas and parade vehicle route line-up to make it clear where to go.
- y. Commissioner M. Guse asked how we can better identified volunteers during our events. Commissioner C. Kolhouse reported that we do have a few vests for the Commission to use. Commissioner M. Guse suggests t-shirts. Commissioner R. Maggard stated there is no budget for t-shirts, Commissioner R. Maggard reports that safety vest pricing was \$350 for 20 vests. Commission will investigate alternative funds for vests or shirts.
- z. Chairperson K. Kolhouse reported we will have a handicap port-a-potty and wash station at Lake Vista Park for the fireworks.
- aa. Commissioner R. Atwood to reach out to Tabitha Cruise from New Beginnings Ranch regarding details of a possible petting zoo at the American Legion.
- bb. Commission agreed to set date and time for parade stake pounding for 6:30 p.m. on July 3rd.

- cc. Commissioner M. Guse reported that she has encountered several road blocks regarding the acquisition of sponsors for future events. Commissioner M. Guse will draft a letter for the Commission to review that will hopefully be distributed to potential donors before 4th quarter, outlining sponsorship opportunities.

5. **Discuss Light the Square Event:**

- a. Commission as agreed to make no changes for the 2023 lighting display for Light the Square Event.
- b. Chairperson K. Kolhouse reported that he has been meeting with City Administrator Andrew Vickers. The current plan for 2024 is to purchase our own high ticket decorating items to be used by the City of Oak Creek each year instead of renting them for future event.
- c. Commissioner R. Maggard to reach out to Discover Rangers and Commissioner K. Maggard to reach out to Zund about building a mailbox for letters to Santa.
- d. Commission agreed to bring back letters to Santa for 2023, with assistance from the library.
- e. Commissioner R. Maggard will work with City Librarian Jill Lininger on a spreadsheet to automate the process of responses for letter to Santa.

6. **Adjournment**

- a. Next Meeting Date set for June 29, 2023. Motion by Chairperson K. Kolhouse to adjourn meeting at 7:25 p.m. motion seconded by Commissioner M. Guse. All voted aye. Vote was unanimous, motion carried.