



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

CELEBRATIONS COMMISSION MINUTES

TUESDAY, AUGUST 3, 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: Chairperson K. Kolhouse, Commissioner R. Maggard, Commissioner C. Francisco, Commissioner M. Guse, Commissioner T. Rufer, Commissioner K. Maggard. Excused Absent: Commissioner C. Kolhouse, Commissioner C. Schaack, Commissioner R. Atwood.
2. **Review and Take Action on Treasurers Report.**
 - a. Commissioner R. Maggard reports that we need an update on the current budget and what costs will be for the rest of the year 2023. Will discuss at the next meeting when update is complete.
3. **Approval of June 29, 2023 minutes.**
 - a. Commissioner K. Maggard presented the revised minutes from June 29, 2023 meeting. Commissioner R. Maggard moved to approve the minutes. Seconded by Commissioner M. Guse. On roll call, all voted aye. Vote was unanimous, motion carried.
4. **Approval of July 18, 2023 minutes.**
 - a. Commissioner K. Maggard presented the revised minutes from July 18, 2023 meeting. Commissioner K. Maggard moved to approve the minutes. Seconded by Commissioner M. Guse. On roll call, all voted aye. Vote was unanimous, motion carried.
5. **Discuss and Confirm Official City Halloween “Trick-or-Treat” Date.**
 - a. Date set and confirmed for Sunday, October 29, 2023, from 4 – 7 p.m.
 - b. Commission agrees to budget \$700 for candy to be distributed by the Oak Creek Historical Society.
 - c. Chairperson K. Kolhouse reported that he has confirmed participation with Historical Society.
 - d. Halloween Safe Site to run from 4 – 6 p.m., with City-wide “Trick-or-Treat” until 7 p.m.
 - e. Commissioner K. Maggard would like to discuss a possible lighted pumpkin walk event for 2024. To be placed on the agenda at a future meeting date.
6. **Discuss Light the Square Event.**
 - a. Chairperson K. Kolhouse needs date updated for Light the Square on the website so that it matches the date of our event. Commissioner K. Maggard will complete event fact sheet and send to Leslie Flynn at the City so that information can be updated.
 - b. Commission will bring back Letters to Santa with a mailbox to be placed at Drexel Town Square. Will coordinate with the library on putting on event.
 - c. Commissioner R. Maggard advised that Discovery and Expedition Rangers from Discover Church will build a mailbox for Letters to Santa. Confirmed that the mailbox needs to be ready by Wednesday, November 29, 2023.

- d. With the letters to Santa event, the Commission will take responsibility for payment of postage and stuffing the envelopes.
- e. Commissioner C. Francisco will ask her network of teen volunteers to stuff envelopes for Letters to Santa on December 18, from 6 – 8 p.m.
- f. Commissioner C. Francisco reported that Erin Waterfill from Jellystone Park reached out to her and would like to be involved again this year in the Light the Square event. They have a light up parade float that they would be willing to bring to the event.
- g. Date for Light the Square is set for December 1, 5:30 – 8 p.m.
- h. The Oak Creek Public Library will provide story time for the event, the “Photos with Santa” area, and snowball fight activity.
- i. Commissioner K. Maggard will set up a meeting with Library Director, Jill Lininger, to discuss details of the event.
- j. Commissioner C. Francisco confirmed that 11/28 Community will run children’s and games for the event.
- k. YogaSix will provide yoga for the event per Commissioner C. Francisco.
- l. Commissioner R. Maggard will confirm with Discover Church that they will provide Anna, Elsa, and Olaf for photo ops during the event.
- m. Chairperson K. Kolhouse will confirm with Chick-fil-A for free cookies during the event.
- n. Chairperson K. Kolhouse will reach out to Salvation Army to confirm free hot cocoa during the event.
- o. Chairperson K. Kolhouse will reach out to Better Together Cafe for the possibility of selling coffee during the event.
- p. Commission has confirmed Sweet Delight Popcorn will sell during the event.
- q. Will procure 12 high school volunteers for the event.
- r. Commissioner M. Guse may have some free Santa connections and will update at the next meeting.
- s. Commission estimated \$1000 for postage and \$500 for Santa.
- t. Commission reviewed and confirmed the light setup and breakdown for the event Light the Square.

7. Discuss Stockings for Seniors Event.

- a. Commissioner M. Guse will investigate the possibility of including a food drive through Hunger Task Force along with Stockings for Seniors.
- b. Commissioner C. Francisco stated that we should budget \$500 for expenses for the event.
- c. Commissioner C. Francisco to do online registry to donate to the event through Amazon using a QR code.
- d. Commissioner C. Francisco reported that last year \$100 was spent for stockings.
- e. Commissioner M. Guse to investigate local stores on donating items for stockings (Meijer, Target, Walgreens, Amazon, etc).
- f. Commissioner K. Maggard to send Commissioner M. Guse list of items for Stocking for Seniors from past event.
- g. Commissioner K. Maggard to coordinate with Library Director, Jill Lininger, about collecting donations.
- h. Event will run December 1-18. with distribution of items to be the week before Christmas.

8. Discuss 2024 Event Dates.

- a. Easter - March 31, 2024 is Easter Sunday, propose March 30, 2024 for egg hunt event.
- b. 4th of July set for July 4, 2024.
- c. Halloween “Trick-or-Treat” event proposed for Sunday, October 27, 2024.
- d. Light the Square event proposed for Friday, December 6, 2024.
- e. Commission will review dates and vote on dates at future meeting.

9. Adjournment

- a. Next Meeting Date set for Thursday, September 7, 2023, at 6 p.m. Motion by Commissioner R. Maggard to adjourn meeting at 7:25 p.m. Motion seconded by Commissioner M. Guse. All voted aye. Vote was unanimous, motion carried.