



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

CELEBRATIONS COMMISSION MINUTES

THURSDAY, MAY 11, 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 C. Francisco, Commissioner K. Maggard, Commissioner C. Kolhouse, Commissioner R. Maggard, Commissioner C. Schaack, Commissioner T. Rufer, Commissioner M. Guse. Excused Absent: Commissioner R. Atwood. Guest in attendance: Library Director Jill E. Lininger.
2. **Review and take action on Treasurer's report.**
 - a. Commissioner R. Maggard reported current account balance is \$22,055. This does not currently include purchase of fireworks for the parade or renting acts to perform in the parade
 - b. Commissioner C. Kolhouse moved to accept financial report. all voted aye, vote was unanimous, motion carried.
3. **Approval of April 6, 2023 minutes.**
 - a. Commissioner K. Maggard presented the April 6, 2023 minutes. Commissioner C. Francisco moved to approve minutes. Seconded by Commissioner R. Maggard. On roll call, all voted aye. Vote was unanimous, motion carried.
4. **Discuss 4th of July Event.**
 - a. Commissioner C. Francisco presents updated 4th of July parade line up spreadsheet
 - b. Commissioner C. Francisco received a request for a proposal during the parade. The individual would like to get his truck in the lineup and propose to his fiancé during the parade event. Commission agrees to let this happen with details to be worked out with the individual. It is agreed that he should pay the entry fee. Suggested by Commissioner R. Maggard that he has no more than one minute to stop the parade and complete his proposal. Commissioner M. Guse suggests that maybe the family can join in and walk the rest of the parade after the proposal. Commissioner R. Maggard suggests he could possibly be near the end of the parade line up and join his family. All will be present to the individual making the request and we will finalize at the next meeting.
 - c. Chairperson K. Kolhouse needs to check with Patrick on port-a-potty near the dentist office. Commissioner C. Francisco that there should be no need for a port-a-potty at the parade as there is a bathroom at Henry Miller Park. Chairperson K. Kolhouse states that in the participation information letter we will address being polite to the neighborhood during the

- line up of the parade and stay off private property and not approach private homes to ask to use the restroom.
- d. Chairperson K. Kolhouse reports that he has not heard back from the dancing horses.
 - e. Commissioner C. Francisco asks budget for paid acts. Commissioner R. Maggard states we have no money to pay for acts in the parade. Chairperson K. Kolhouse states that we should not pay over \$100 for a parade act.
 - f. Commissioner M. Guse sent out May 3rd invoice to Martin Law who donated \$5,000 to the commission for 4th of July celebration.
 - g. Commissioner M. Guse spoke to Brett Stern from The Flag Shirt store who would like to advertise on our website and Facebook page. He states that part of the proceeds from sales will go back to the City of Oak Creek. Commissioner M. Guse will clarify regarding a link placed on the city website as well. They have committed to \$500 in free merchandise for the 4th of July event.
 - h. Commissioner M. Guse reports that she is meeting with Carolyn Bukiewicz tomorrow at 10 a.m. to discuss what was previously done regarding sponsorship for events.
 - i. Commissioner C. Francisco will reach out to Eder Flags to obtain flag donation.
 - j. Chairperson K. Kolhouse will secure ice cream for the event.
 - k. Commissioner C. Schaack to reach out to robotics lab at her school about a possible t-shirt cannon.
 - l. Discover Church will run concessions at the Lake Vista pavilion during the fireworks.
 - m. Commissioner C. Francisco has five food trucks confirmed for the event starting at 5 p.m. at Lake Vista Park.
 - n. Commissioner T. Rufer proposes eventually making the 4th of July an all-day event with the possibility of live music at Lake Vista Park prior to fireworks. Commission to explore this option further for 2024.
 - o. Commission in agreement that if inclement weather causes a decision for the parade that the Commission will cancel the parade.
 - p. Chairperson K. Kolhouse proposes July 7th as a rain date for the 4th of July fireworks. All in agreement. Motion carried.

5. Discuss Light the Square Event:

- a. Commission reviewed the contract from Visionary Lighting.
- b. Library Director Jill E. Lininger presented a brief history of Letters to Santa and library involvement, including how the process worked in the past. The library provided a letter template to kids/families that was filled out at the library and handed in at the library desk where letters were collected in a box. Library workers printed a generic response to the letters with the child's name and letters were mailed back to the children. Library Director Jill Lininger stated that the library would be willing to start this program again, however would not be able to absorb the cost of the postage or guarantee that they would have the volunteers to do the responses and stuff the envelopes.
- c. Commissioner K. Maggard states that we have 3 options to consider. A mailbox in the square, letter writing station and mail response in the library, letter station and email response in the library.
- d. Commission agrees to do a physical letter mailed response.
- e. Library Director Jill Lininger suggests reaching out to Zund to construct a mailbox.
- f. Library Director Jill Lininger reported that the library would be able to coordinate volunteers to enter data and print response letters if the Commission can stuff the envelopes and pay for postage.
- g. Date for the event confirmed as set for December 1st.
- h. Commissioner C. Schaack asked about playing music. Library Director Jill Lininger reported that we are unable to project music throughout the building but can use the PA system to make announcements during the event.

- i. Library Director Jill Lininger offered speakers to use during the event to play music in the rooms.
- j. Commissioner C. Kolhouse proposed having craft vendors set up prior to the event to sell goods during the event and charge \$25.
- k. Library Director Jill Lininger reminded the Commission that they will need to coordinate with library and building to stay open later, as the building closes at 6 p.m.
- l. Chairperson K. Kolhouse reported that he met with Dan Bukiewicz and Andrew Vickers and went to the City Common Council to increase our budget for the event. Our budget currently will not cover the Light the Square event, however will investigate a startup fund for the event and DPW will cover the future cost.
- m. Commissioner R. Maggard will investigate getting quotes from other possible lighting companies for price comparison.

6. **Adjournment**

- a. Next Meeting Date set for June 1, 2023. Motion by Commissioner R. Maggard to adjourn meeting at 7:08 p.m. Motion seconded by Commissioner M. Guse, all voted aye. Vote was unanimous, motion carried.