



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

CELEBRATIONS COMMISSION MINUTES

THURSDAY, OCTOBER 12, 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 M. Guse, Commissioner K. Maggard, Commissioner C. Kolhouse, Commissioner C. Schaack, Commissioner R. Atwood. Unexcused Absence: Commissioner R. Maggard. Guests in Attendance: Julianna Silva and Kevin Archambeau City of Oak Creek Department of Public Works Foreman.
2. **Review and Take Action on Treasurers Report.**
Commissioner R. Maggard is absent. No new updates on funds since September meeting.
3. **Approval of September 7, 2023 minutes.**
 - a. Commissioner K. Maggard presented minutes from the September 7, 2023, meeting. Commissioner C. Schaack moved to approve the minutes. Seconded by Commissioner R. Atwood. On roll call, all voted aye. Vote was unanimous, motion carried.
4. **Discuss Halloween Event.**
 - a. Kevin Archambeau reported that signs for City of Oak Creek Safe Site come in on Monday, October 16th and will be placed on Tuesday, October 17th.
 - b. Kevin Archambeau informed Commission on city approved spaces to post signage/banners to advertise events.
 - c. Need permit for sign/banner 10 days prior to posting.
 - d. Kevin Archambeau to let Commissioner R. Atwood know who is currently responsible for reviewing and approving permits for the City of Oak Creek.
 - e. Chairperson K. Kolhouse reported that he created a Facebook social media post for the upcoming Trick-or-Treat event.
 - f. Commission to consider change of day for city-wide Trick-or-Treat event with possible community involvement survey/poll for 2024 day/date selection.
 - g. Chairperson K. Kolhouse to contact Leslie for creating a city-wide poll/survey.
 - h. Chairperson K. Kolhouse will submit invoice for the candy.
5. **Discuss Light the Square Event.**
 - a. Chairperson K. Kolhouse has been dialoguing with Visionary Lighting regarding event set-up along with lighting schedule.
 - b. Lights in the Square will run dusk-10 p.m. (no accompanying music), beginning on Light the Square event and running through January 5th. A tear-down date has not been set.
 - c. Letters to Santa update from Commissioner K. Maggard. Mailbox is being created by Discover Rangers. Library will manage a letter writing table in the library along with templates for letter and response. Library will collect letters from mailbox. Commission will be responsible for stationary for printing, envelopes, labeling with addresses, stamps and stuffing the envelopes to send to kids.
 - d. 11/28 Community will run the craft room in Multi-Purpose Room in City Hall.
 - e. Salvation Army has confirmed free cocoa and a cocoa truck for the event.

- f. High School Choir confirmed performing for the event. Will confirm booking the Choir from 6:15 - 7:15 p.m. on Friday, December 1, 2023.
 - g. Event is scheduled for Friday, December 1st, 2023, 5:30 – 8 p.m.
 - h. Thomas Kramer, IT Manager for City of Oak Creek, (414-766-7000) will need to be informed that the building needs to remain open until 8 p.m. on Friday, December 1st.
 - i. Popcorn vendor has not been confirmed for the event.
 - j. Library staff will plan a story time to run at 5:30 p.m. and 7 p.m.
 - k. A real Christmas tree is being cut down and will be set up by Kevin Archambeau.
 - l. Commission will need to be sure to announce tree donation at the event and a sign will need to be made for in front of the tree.
 - m. Kevin Archambeau will get sign made for tree donation.
 - n. Police will hand out candy canes during the event. Commission will need to purchase candy canes.
 - o. Commissioner C. Francisco will investigate the purchase of candy canes and possible giant lever (to turn tree on) for the event.
 - p. Ebenezer Childcare reached out to the Commission about involvement with the event. Possibly running a craft. Commission agrees to allow involvement.
 - q. Commissioner R. Atwood will reach out and confirm event space reservation and microphones.
 - r. Volunteers for the event have not been booked.
 - s. Nucor Corporation expressed interest in being a part of this event and future events that the City puts on.
 - t. Commission will need barricades to block Clock Tower Pl.
 - u. Commission will not set up heated tents for this year's event.
 - v. Chairperson K. Kolhouse will confirm with Mayor Bukiewicz to announce tree lighting.
 - w. Commissioner M. Guse will investigate a possible candy donation from Haribo of America, Inc. that Santa could distribute during the event.
6. **Discuss Stockings for Seniors Event.**
- a. Hunger Task Force will run a food drive alongside the stocking event.
 - b. Commissioner M. Guse reported that she confirmed Meijer of Oak Creek would like to donate items for this event. Amazon does not do in-kind donations, and she is still working with Target of Oak Creek for a possible gift card donation to purchase needed items for this event.
 - c. The library confirmed they will collect donations and Commissioner K. Maggard will coordinate with Sherry Grant, Administrative Assistant Supervisor for the City of Oak Creek, regarding the management of restocking donation lists at the table for the duration of donation collection.
 - d. Event set-up will take place on November 27, 2023, 5:30 – 7 p.m.
 - e. Event will run November 28, 2023 - December 17, 2023.
 - f. Delivery of the donations to Booth Manor will take place at a time/day convenient for Booth Manor during the week of December 18, 2023.
7. **Adjournment**
- a. Next meeting date set for Thursday, November 9, 2023, at 6 p.m. Motion by Commissioner M. Guse to adjourn meeting at 7:10 p.m. Motion seconded by Commissioner C. Francisco. All voted aye. Vote was unanimous, motion carried.