



8040 S. 6<sup>TH</sup> Street  
Oak Creek, WI 53154  
(414) 766-7000  
Heritage Room

Kyle Kolhouse – Chair  
Kristiana Maggard – Secretary

## CELEBRATIONS COMMISSION MINUTES

THURSDAY, NOVEMBER 9, 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 C. Kolhouse, Commissioner C. Schaack, Commissioner R. Atwood. Excused Absent: Commissioner R. Maggard and Commissioner K. Maggard. Guest(s) in Attendance: Julianna Silva.
2. **Review and Take Action on Treasurers Report.**
  - a. Commissioner R. Maggard is absent. No new report on funds since September meeting.
3. **Approval of October 12, 2023 minutes.**
  - a. Review of minutes from October 12, 2023, meeting with corrections. Commissioner M. Guse moved to approve minutes. Seconded by Commissioner R. Atwood. On roll call, all voted aye. Vote was unanimous, motion carried.
4. **Discuss Halloween Event.**
  - a. Based on community discussion on social media, Halloween should be moved to Saturday for the following 2024 year.
  - b. Consider having the Oak Creek High School Future Business Leaders of America (FBLA) group run a food drive during the event at the Oak Creek Historical Society Safe Site.
5. **Discuss Light the Square Event.**
  - a. Lights are on track according to the schedule from Visionary.
  - b. Commissioner R. Atwood is in process of requesting permits for two banners for Drexel Town Square to promote the event.
  - c. Chairperson K. Kolhouse is ordering banners and will have them delivered on November 17th to be placed on the 20th.
  - d. Commissioner C. Kolhouse will send the graphic to the Virtual Backpack for the Oak Creek School District to be distributed to students.
  - e. Chick-fil-A will provide 800 cookies.
  - f. Chairperson K. Kolhouse to confirm with the Salvation Army for 1,000 cups of hot chocolate.
  - g. Commissioner C. Francisco to confirm with Jellystone to park on Clock Tower Place. Arriving at 5:00pm from Market Street.
  - h. Commissioner R. Atwood will reach out to the City to block off parking spots on Market Street.
  - i. Chairperson K. Kolhouse is waiting for confirmation from the popcorn vendor.
  - j. Commissioner R. Atwood will follow up with Kevin Archambeau (DPW) about a sign to recognize the people donating the tree.

- k. Commissioner R. Atwood will confirm outdoor microphone for the event.
  - l. Chairperson K. Kolhouse will reach out to Andrew Vickers about giving the announcement to light the tree as Mayor Dan is not available.
  - m. Choir is confirmed for 6:15-7:00 p.m. inside near Tower Conference Room.
  - n. Commissioner C. Francisco will order a fake lever.
  - o. Commissioner R. Atwood did not hear back from Haribo regarding candy donation.
  - p. Commissioner M. Guse confirms Santa booking for photo op and meet and greet with community.
  - q. Ebenezer did not respond to communication about Drexel Town Square.
  - r. Chairperson K. Kolhouse will manage event marketing.
  - s. Commissioner C. Francisco will email VOC for Light the Square volunteers.
6. **Discuss Stockings for Seniors Event.**
- a. Commissioner C. Francisco will order 100 stockings.
  - b. Commissioner C. Francisco confirmed Booth Manor and is coordinating on a drop off date.
  - c. Chairperson K. Kolhouse will make list to hand out.
  - d. Commissioner C. Francisco created the Amazon Wishlist along with QR code.
7. **Adjournment**
- a. Next meeting date is set for Thursday, January 4, 2024, at 6 p.m. Motion by Commissioner C. Schaack to adjourn meeting at 7:00 p.m. Motion seconded by Commissioner R. Atwood. All voted aye, vote was unanimous, motion carried.