



## CELEBRATIONS COMMISSION MINUTES

THURSDAY, May 2, 2024

6:00 P.M.

8040 S. 6<sup>TH</sup> Street  
Oak Creek, WI 53154  
(414) 766-7000  
Tower Conference Room  
Ald. Lisa Marshall – Ald. Member  
Paula Nevarez – Staff Member  
Vacant – Chair  
Kristi Maggard - Secretary  
Robin Atwood  
Colleen Francisco  
Mary Guse  
Richard Maggard

### 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: Staff Member P. Nevarez, Commissioner C. Francisco, Commissioner M. Guse, Commissioner R. Atwood, Commissioner R. Maggard, and Commissioner K. Maggard, Alder Member L. Marshall. Guests in Attendance: Lieutenant Andrew Ahearn.
2. **Approval March 7, 2024 minutes.**
  - a. Meeting minutes from March 7, 2024, presented by Commissioner K. Maggard. Commissioner R. Maggard moved to approve minutes. Seconded by Commissioner R. Atwood on roll call, all voted aye, vote was unanimous, motion carried.
3. **Treasurers Report.**
  - a. Staff Member P. Nevarez gave update on current funds.
  - b. No new donations. Currently have 2 sponsors.
  - c. Waiting on Fund 12 money.
4. **Information and Discussion on the 4<sup>th</sup> of July Event - Fireworks.**
  - a. Launch site will remain the same for 2024 fireworks at Lake Vista Park.
  - b. discussion with Lieutenant Andrew Ahearn regarding parking and traffic flow. He estimates that there is an Increase of 100-150 parking spaces on new roadways at the Lake Vista development however we are unsure if this is public or private parking. Alder Member L. Marshall to meet with property managers of the Lake Vista Apartment development on [May 20, 2024](#) regarding parking lots and streets to confirm public access for parking.
  - c. Alder Member L. Marshall to be point of contact with Oak Creek Police Department on the night of fireworks.
  - d. Oak Creek Police Department to provide two generator operated flood lights, one to be placed on 5th Avenue at shuttle bus loading zone and one in the field at Lake Vista Park to be turned on after fireworks have ended.
  - e. Staff Member P. Nevarez to communicate via social media outlets regarding minimal lighting and recommendations to bring a flashlight to the fireworks.
  - f. Commission will discuss with Kevin Archambeau about turning streetlights on and off before and after the fireworks display.

- g. Eight barricades to be placed down at the fireworks. Oak Creek Department of Public Works will have crews to transport barricades from the parade to the fireworks.
- h. Staff Member P. Nevarez proposes creating a map to communicate with the public regarding fireworks logistics which would include parking, food trucks and shuttle services. Map will be created and posted on social media after Alder Member L. Marshall has her meeting with property managers at the Lake Vista Development.
- i. There will be 2 shuttles for the fireworks beginning at [4pm](#) then increase to a total of 7 shuttles beginning at [9pm](#) to the end of the night.
- j. Discussion regarding the closure of Highway 100. This road closure will require commission to reconfigure the bus route. Commissioner R. Maggard to dialogue with Oak Creek Police Department regarding the new bus route.
- k. Fireworks contract has been completed and submitted the logistics have been communicated with Catherine Roeske and the City of Oak Creek fire and police. Show will be 30-35 minutes in length.
- l. Julianna Silva sent mock-ups of signage for shuttle buses printed on banners to hang on the barricades. Alder Member L. Marshall will print 2-3 of each sign.
- m. Commissioner K. Maggard to email Julianna Silva regarding design of the following additional signs: parade participant drop-off, parade vehicle lineup, only parade vehicles beyond this point (2), no entry (4), cones indicating food truck 1, food truck 2 etc..... On card stock so it doesn't blow (food trucks 1-12).
- n. Staff Member P. Nevarez contacted General Rental and placed order for 15 picnic tables to be placed at Lake Vista Park for the fireworks.

#### 5. **Information and Discussion: Parade Logistics**

- a. Commissioner C. Francisco to confirm with band that 2 buses are sufficient for shuttling the band to and from the parade.
- b. Commissioner K. Maggard to contact post office regarding port a John placement for the parade event.
- c. Commission discussion regard the closure of Groveland Ave. during the parade.
- d. Staff Member P. Nevarez to contact company for flag donation (Jodi).
- e. Commissioner M. Guse confirmed that the parking lots have been reserved for the parade.
- f. Alder Member L. Marshall ordered 90 boxes of ice cream with 48 cups per box (4320) to be handed out at 11am on the day of the parade.
- g. Commission will pound stakes Wednesday July 3, 2024.
- h. Staff Member P. Nevarez to reach out to Leslie Flynn regarding the letter to residents who are affected by parade route.

#### 6. **Information and Discussion: Food/Vendors**

- a. Commissioner C. Francisco and Commissioner M. Guse confirmed 12 food trucks for the 4<sup>th</sup> of July fireworks. Commissioner members went to Lake Vista site to map out truck parking locations and space requirements.
- b. Commissioner M. Guse and Commissioner C. Francisco will email participating food trucks this week to get paperwork completed and submitted to the City of Oak Creek.
- c. Commission to consider blocking off alternate parking spaces for handicapped parking at Lake Vista Park.
- d. Food trucks to submit make, model, year, and license plate information of the second vehicle they will need in order to park at the Lake Vista Park. They will be allotted one alternate vehicle per food truck.
- e. Commissioner M. Guse and Commissioner C. Francisco will have map indicating where each food truck will park.

#### 7. **Information and Discussion: Parade Participants/Paid Entertainment**

- a. All participants who charged a fee for parade participation have been paid.
- b. Possible participation by Andy the Armadillo who serves as the Texas Roadhouse mascot.
- c. Possible participation from a Captain Jack Sparrow impersonator will plan to walk in the parade.
- d. Currently parade is at 53 participants.
- e. Commissioner C. Francisco will reach out for a second follow up with past years participants to see if there is an interest in participation for 2024 parade.
- f. Commissioner M. Guse has secured a total of 5 (possibly 7) Oak Creek School Mascot costumes for the 2024 parade. Commission will need volunteers to wear the costumes during parade. Concerns with overheating during the parade with possible solutions being presented as follows: volunteers wearing costumes could ride on floats or in cars that are already signed up for the parade. Commission can make a game-time decision to just put empty costume or mannequin with costume on the bus or other float. Having community members do a 'find your school mascot' with possible prize.
- g. Commission will need to find a car for Roscoe, Alder Member L. Marshall to see her son will volunteer.
- h. Discussion by commission regarding having an honorary parade marshal. Presented the possibility of having the marshal selected from the city citizen of the year nominations. To discuss at next meeting.

8. **Volunteers**

- a. Commissioner C. Francisco reached out to high school. Commission decided on a total of 15-20 volunteers needed from Volunteers of Oak Creek. Commissioner C. Francisco will provide update at the next meeting.

9. **Adjournment**

- a. Next Meeting Date set for Wednesday June 5, 2024, at 6-7:30pm. Motion by Commissioner C. Francisco to adjourn meeting at 7:26 p.m. motion seconded by Commissioner M. Guse, all voted aye, vote was unanimous, motion carried.