



OAK RIDGE SPECIAL EVENTS COMMITTEE

Meeting Minutes

January 10, 2025 - 1pm

Attendees: Ben Walraven, Sue Madison, Claudia Whittaker, Martha Pittman, Courtenay Harton, Amy Carrickhoff, Brock Dunigan and Patti Dmuchowski

1. Meeting Called to Order at 1:00pm - Patti Dmuchowski
2. Agenda Approved – motion by Ben Walraven, 2nd by Sue Madison
3. Minutes Approved for December 12, 2024 – motion by Amy Carrickhoff, 2nd by Claudia Whittaker.
4. Veterans Honor Green:
 - a. We are still waiting for a sign-off from Phase I; Bill Bruce and Mark Reaves will handle. There is also an issue with not having a water connection to the site, which was an oversight. Bill Bruce will resolve (est. cost \$2-3K). Brock Dunigan estimates that the connection will be completed in the next 2 weeks.
 - b. 3rd Order of Pavers – Polar Engraving needs 5 small and 5 large for a cost-efficient order. We have 15 paver requests ready to be ordered. Patti Dmuchowski will check with Bill Bruce to see if we can add to the Phase II project. We need to discuss with Bill Bruce on what is realistic to order the pavers in the coming year(s).
 - c. Once completed, Phase I will be \$10-\$13K under budget. Patti Dmuchowski and Ann Schneider will work with Bill Bruce to identify the process to keep this amount in reserve for use in funding Phase II. We think that Town Council needs to approve.
 - d. Current Status of Phase II: Mark Reaves is finalizing construction documents so that Town staff can bid it out. Patti Dmuchowski will continue to follow-up with Bill Bruce.
 - e. The current total donated for Phase II is over \$20,000 with \$50K in the current town CIP budget.
5. Special Events Calendar for 2025:
 - a. Memorial Day Ceremony – Monday, May 26, 2025 – VHG & Speaker needed
 - b. Kids Bike Parade – Friday, July 4, 2025
 - c. 911 – Sunday, Sept 7, 2025, thru Sept 13, 2025 – Will be held in the Park at the same location by the Flag Pole. Will check with the Fire Department on their involvement. Patti Dmuchowski will speak to Chief Ken Gibson. Discussion on

having the specific 911 ceremony on September 11, 2025 not on the weekend.
The committee will look into this.

- d. Heritage Day – September 27, 2025. We need to come up with a baking contest for this year.
- e. Veterans Day – Tuesday, Nov 11, 2025, at 10am – VHG & Speaker needed
- f. LUN – Saturday, December 6, 2025

6. Park & Recreation Schedule for the Year – Patti Dmuchowski will provide Brock Dunigan with a specific schedule and Parks and Recreation needed resources. Copies to Bill Bruce and Ashley Royal. Brock Dunigan noted that he has a full schedule right now and any time requirements from the committee would be appreciated. Brock Dunigan also noted that the new electrical cord covers are too high. Amy Carrickhoff to investigate if there is a “middle” cord cover size that is not quite as high.

6. LUN

a. Confirm participation:

- a. Craft vendors and Food Vendors – Barb Engel
- b. Santa – Barb Engel
- c. OR Destination Arts – Barb Engel
- d. ORES Choir – Patti Dmuchowski
- e. OR Baptist Band – Patti Dmuchowski
- f. ORES Jumpers – Patti Dmuchowski
- g. Grinch – Kyle Anders & Ben Ruch – Patti Dmuchowski/Caroline Ruch
- h. OR Presbyterian Choir – Patti Dmuchowski
- i. Summit Church – Patti Dmuchowski
- j. Confident Kid Raffle – Patti Dmuchowski
- k. Sponsorship – Patti Dmuchowski
- l. Lowes Cookies – Caroline Ruch
- m. Letters to Santa – Amy Carrickhoff noted that Tiffany Hansen will not be able to participate in the future. It is always her son’s birthday celebration and she has to miss it every year while she supports this activity. She did indicate that she will provide the supplies for the activity. The Committee suggested that the Scouts combine this with the Tattoo table. We will need a person to supervise the activity.

b. Discuss new activities:

- a. Use of Farmhouse for a short kids movie – Martha Pittman to check with Summit Church.
- b. Use of “sock” ice skating rink – Martha Pittman to check with Summit Church.
- c. Dog Holiday Fashion Show – check with Ann Schneider if she would be the Master of Ceremony and if this is feasible.
- d. Kid’s Characters walking around the park before Santa arrives. Patti Dmuchowski to check on costumes and to check with Barb Engel if her

granddaughters would be interested in being the characters, Elsa and Anna.

- e. Lawn Displays. We had discussed a reindeer and a sled. We need to follow up with Ann Schneider if her friend Greg is still available. We need to use the money allocated for this before June 30, 2025.
 - f. Music throughout the Park – Carolyn Ruch to bring up at the next Parks and Recreation meeting.
 - g. Luminaries up to the Farmhouse needs further discussion.
 - h. Lights in the trees along Linville Rd, across from Town Hall. Possibility of stringing them together and ending at the Farmhouse for power.
 - i. It was also discussed that as we add new activities, we will need folks to supervise them.
 - j. The committee also agreed that we will not have a rain date as too many of the participating people have Sunday events and it is not realistic to ask them to commit to a rain date.
 - k. The committee again noted that we need additional signage and “road signs” that are readable.
 - l. Sue Madison brought up the absence of the Northwest Observer now that Patti Stokes has retired. We will look into the costs of Patti Stoke’s new publication and the increased use of OR social media. Suggested using Dominoes to distribute flyers before events.
 - m. Courtenay Harton questioned if we were allowed
7. Additional items. Patti Dmuchowski spoke to TSG Conley from ORMA. He would like to participate in the coming years events especially Memorial Day, Veterans Day and 911.
8. Meeting Adjourned at 2:10 pm with a motion from Amy Carrickhoff and 2nd by Sue Madison.
9. February meeting is back to the regular schedule, Thursday, February 13, 2025 at 7pm at the Town Hall.